

Regular Monthly Meeting of the Trustees of the
JACOB EDWARDS MEMORIAL LIBRARY

January 26, 1965

Noon, Favreau's Restaurant

Present: N. Pioppi, R. Fox, E. Mitchell, E. Lewis, J. Edwards
M. Tien, Librarian

Treasurer's Report: Accepted as read. 1964 income reported as \$40,813.85 and expenditures \$40,595.35. \$1.10 was returned to Town's E. and D. Account from funds budgeted for equipment. Fines collected during December amounted to \$216.56 compared with \$251.80 for December 1963.

Salary Increase: Mr. Mitchell reported that the Salary Review Board planned to ask for a 10% increase in the S classification which would apply to library salaries. If passed at Town Meeting the library budget would increase by \$1,439. The Board of Trustees were favorable toward the proposal.

Architect's Plans: These were discussed and all present including the librarian agreed that they were functional and attractive. The librarian had already met with Mr. Britton and they had discussed minor changes. Mr. Britton has been asked to have a cost estimate prepared for the Finance Committee by Feb. 26.

Librarian's Report:

Librarian has appointment to talk with Southbridge Woman's Club on Feb. 26. Mr. Fox invited her to speak to Rotary on Feb. 17. She has also requested time to speak to Veterans' Organization from Paul LaRoche and expects an answer soon. Each trustee was asked to speak to his service club between now and Town Meeting about the building project.

A letter from Henry Murphy, Grand Knight of the Knights of Columbus, in favor of the present standards of book buying as expressed in the library newspaper column of January 16 was read.

The Youth Committee of the Pilsudski Polish Club donated \$78 to the library to be used for positive microfilmed copies of current issues of the Southbridge Evening News. This sum should supply three years issues.

Columbia Records gave the library a "Recorded Encyclopedia of Music" which will be a valuable addition to the collection.

The meeting adjourned at 1:15.

*C. Pioppi
Secretary
H-2-65*

JACOB EDWARDS MEMORIAL LIBRARY

February 23, 1965

Favreau's Restaurant

12:00 noon

PRESENT: Dr. Nerio Pioppi, Henry Madore, E. V. Lewis, E. D. Mitchell, John J. O'Shaughnessy.

ABSENT: Robert Fox, Jacob Edwards.

INVITEED: Mary Anna Tien

SECRETARY'S REPORT:

The report of the Secretary was accepted as read.

TREASURER'S REPORT:

The treasurer reported that expenses from the first of the year to date were \$3,711.34 as compared to \$3,578.90 in 1964. Of this sum, \$514.00 was taken from the Trust account and \$3,197.00 was taken from the Town appropriations. The cash on hand in the Trust account at the end of January was \$2,124.00. Fines for January were \$220.06 as compared with \$242.96 in 1964.

Mr. Lewis moved that we have the signature of some other person in addition to the Treasurer on the cards at the bank for the checking and savings account. Amended, to provide that the Chairman be the co-signer.

LIBRARIAN'S REPORT:

The Librarian received a note from Mrs. Lataille acknowledging receipt of flowers for the funeral of Joseph Lataille, the former custodian of the library. Mrs. Tien also discussed a possibility of obtaining a microfilming shelf list. She feels that it might be useful in case of an insurance claim.

The Librarian also reported that the Library obtained new record storage bins which have increased use of records.

Mrs. Tien also acknowledged receipt of a check from the Quinebaug Historical Society in the sum of \$2,000.00. She set forth the purposes for which the funds would be used:

1. to microfilm Southbridge Evening News from 1940 to 1963.
2. cataloging, indexing and storage of local historical records.
3. Obtaining microfilmed issues of Christian Science Monitor from 1961 to date.

Meeting was adjourned at 1:10

*C. P. P.
rec. Sec'y
4-2-65*

SPECIAL MEETING--

JACOB EDWARDS MEMORIAL LIBRARY TRUSTEES

March 11, 1965 Favreau's Restaurant 12:00 noon

PRESENT: Dr. Nerio Pioppi, J. K. Edwards, Robert Fox, E. V. Lewis, H. J. Madore, J.J.O'Shaughnessy.

ABSENT; E. D. Mitchell

INVITED: James A. Britton, Mr. Fraser, Architects and Mrs. Mary Anna Tien, Librarian

Mr. Britton outlined the plans for a new addition to the library and showed two beautiful sketches of the building as it would appear from Main Street and from Foster Street.

A discussion ensued as to the amount of money which should be taken from the Trust Fund account to add to Federal and Town sums that will be required to complete the construction of the addition. Mr. Lewis moved and Mr. Edwards seconded a motion that \$45,000.00 be taken from the Trust Fund. The motion was voted unanimously.

There followed a brief discussion as to how to present the argument in favor of the article calling for granting authority to the Selectmen to apply for Federal Funds. It was brought out that the Finance Committee favors the article.

Mr. Britton discussed a possible alteration in the proposed plan to allow for more wall space for book stacks, as requested by Mrs. Tien.

The meeting adjourned at 1:30 P. M.

*CyapB
rec'd copy
H-2-62*

Regular Monthly Meeting of the Trustees of the
JACOB EDWARDS MEMORIAL LIBRARY

March 23, 1965

12:00 noon, Favreau's Restaurant

Present: N. Pioppi, E. Mitchell, E. Lewis, J. ^{Edwards,} M. Tien, Librarian.

Secretary's reports of February 23rd and March 11 meetings read and accepted as corrected.

Treasurer's report: February expenses amounted to \$2,269 compared with \$4,562 for February, 1964. To date yearly expenditures are \$5,980 compared with \$8,140 for same period 1964. 1964 figure included \$1,000 fee paid to Kenneth Shaffer. The Trust Fund balance is \$4,953 which includes the \$2,000 gift from the Quinebaug Historical Society. Fines for February were \$173.20 compared with \$228.60 for the same month, 1964.

General: Mr. Mitchell questioned the vote at the March 11 special meeting specifying \$45,000 as the contribution to the proposed library addition from the Trust Fund. He felt it should be worded to read "any available sum" as the amount will be greater than that quoted. It was decided that this could be so voted at a later meeting.

Microfilming Southbridge Evening News, 1940-1964: Frank McWitt assured librarian that newspaper interested in sharing cost, but that the estate will not be settled for some time and this would be a future project. Mr. Edwards moved and Mr. Lewis seconded motion that entire cost be financed by Quinebaug Historical Society fund that was given for use of maintaining local history collection.

Librarian's Report:

Talks: Book talk given to Tri Community Nurses Association.
Building expansion talk to Women's Club and Lion's Club.

National Library Week: Will have minor observance this year.

Exhibit at Contemporary Art Show, Congregational Church, March 28-April 3. The library was invited to have a book table there which will be set up by Mrs. George Schauweker, a member of the exhibit committee.

Friday nights at library increasingly busy with students since closing of local theater. Students are orderly and welcome. Situation mentioned only because that period had formerly been quiet enough for staff member in charge to accomplish many detailed odd jobs.

Dirlan Arctic and Whaling Collection. Peter Dirlan gave the library an outstanding book collection that will be shelved together with an appropriate book plate made for identification. He expressed interest in maintaining collection as well as in contributing toward building expansion. He asked to be kept in mind as plans progressed.

The meeting adjourned at 1:00.

Mary Anna Tien
Secretary Pro tempore

*Chap
Rec. Library
4-2-65*

SPECIAL MEETING--TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

March 31, 1965

Favreau's Restaurant

12:00 noon

PRESENT: Dr. Nerio Pioppi, Robert Fox, E. D. Mitchell, E. V. Lewis, Jacob Edwards, John J. O'Shaughnessy.

ABSENT: Henry Madore

INVITED: Mary Anna Tien, James Britton

MOTION

Trustees in Special Meeting hereby approve plans and specifications as presented by Mr. James A. Britton, Architect and have signified intent to approve by signing said plans and asking the Selectmen to see that the plans are forwarded to the Housing and Home Finance Agency so that they will arrive in New York by April 1, 1965.

VOTED:

That Dr. Nerio Pioppi forward telegram on March 30, 1965, to the Housing and Home Finance Agency stating that they approve the plans and that they are being forwarded to New York.

*Cyab
rec'd 4-5-65*

MEETING OF THE TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

April 27, 1965

Noon at Favreau's Restaurant

Present: E. M. Mitchell, E. V. Lewis, N. W. Pioppi, M. A. Tien

Due to lack of quorum no business was conducted and meeting postponed to a later date.

Mary Anna Tien
Secretary Pro Tempore

SPECIAL MEETING

JACOB EDWARDS MEMORIAL LIBRARY--BOARD OF TRUSTEES

May 3, 1965 Favreau's 12:00 noon

PRESENT: Dr. Nerio Pioppi, Robert L. Fox, E. V. Lewis, Ellsworth Mitchell and John J. O'Shaughnessy

ABSENT: Jacob K. Edwards, Henry Madore

INVITED: Mary Anna Tien (absent)

The minutes of the last regular meeting of March 23rd were read and accepted as read.

A general discussion of construction project application, Title II of the Library Services and Construction Act, Public Law 88-269 was had at the conclusion of which Mr. Fox moved and Mr. Mitchell seconded the Motion that the Trustees make application for whatever funds may be available to the Board of Libraries Commissioners Division of Library Extension, 200 Newbury St., Boston, Mass.

The motion was carried.

TREASURER'S REPORT:

The treasurer reported that the expenses for the year up to date were \$14,485.00 as compared to \$14,584 for the same period of 1964. These expenses were covered by \$1,960 from the trust fund as compared to \$2,817 for the same period of 1964 and \$12,454 from the Town fund as compared with \$11,767 for 1964. It was also reported that ~~the~~ \$180.00 was spent from the Quinebaug Hist. Society for ^{a microfilm} subscription to the Christian Science Monitor. Treasurer further reported that there are \$24,175 remaining in the Town appropriation. The fines for the month of March were \$266. as compared to \$251 of last year and for the year to date \$662.16 was collected in fines as ~~aga~~inst \$723. of last year.

SECRETARY'S REPORT:

The Secretary reported on a discussion he had with the Town Counsel relative to obtaining a written Opinion on the Status of Mr. Mitchell and Mr. Edwards as members of the Library Trustees and also on the question of the necessity of notifying the Town Clerk of all meetings of the Trustees.

The meeting adjourned at 1:00 P. M.

MEETING OF THE TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

June 8, 1965

Noon at Favreau's Restaurant

Present: E. M. Mitchell, L. V. Lewis, N. W. Pioppi, M. A. Tien

Due to lack of quorum no business was conducted.

Mary Anna Tien
Secretary Pro Tempore

JACOB EDWARDS MEMORIAL LIBRARY

Board of Trustees

SEPTEMBER 28, 1965

Favreau's

12:00 noon

PRESENT: Jacob K. Edwards, Robert L. Fox, J.J.O'Shaughnessy,
E. V. Lewis.

ABSENT: H. J. Madore, Ellsworth Mitchell, *Pioppi*

INVITED: Mary Anna Tien, Librarian

SECRETARY'S REPORT

There being no quorum at the last meeting on June 8, 1965 there was no reading of the Secretary's report.

In the absence of the Treasurer, there was no treasurer's report.

LIBRARIAN'S REPORT

The Librarian reported that during the summer there were three special lectures given by Mr. Peter Dirlam, all of which were well attended. The books which Mr. Dirlam presented to the library have all been processed for public use and the expense of this work was borne by Mr. Dirlam in accordance with his gift.

Also during the summer, Mr. Carroll Spinney, who is Mr. Lion of the Bozo Clown Show, gave a free performance for the children which attracted a crowd of approximately 60 youngsters.

In the course of going through some old papers, Mrs. Tien found some original autographs of John Hancock and President James Monroe, but upon further investigation, she discovered that these particular autographs are generally available and that they have no intrinsic value, so she has decided to keep them in the archives for examination by patrons of the library.

Mrs. Tien further reported that book week will be held the first week of November and she is attempting to obtain Mary Nash, an author of children's books, to come to talk to the children. The Librarian further reported that all of the issued of the Southbridge Evening News have been microfilmed at the cost of which was paid for by money obtained by the Quinebaug Historical Society. She stated that many patrons of the library have asked when the new addition will be constructed and have indicated that they would be interested in having it air-conditioned, notwithstanding that as tax payers, it would cost them more money.

Mrs. Benoit has taken the reference course at Central Regional System at the Worcester Public Library, and Dr. Pioppi, our Chairmah, was a panel member of the annual meeting of Central Regional System at the Worcester Public Library.

The Southbridge Woman's Club made a donation of \$10.00 to fill two urns with flowers to be placed in front of the library.

(continued on next page)

OTHER BUSINESS:

Mr. Fox made a motion which was seconded by Mr. Lewis, that in the future, all Trustees meetings terminate no later than 1:00 P.M. and it was so voted.

Meeting adjourned at 1:00 p.m.

JACOB EDWARDS MEMORIAL LIBRARY

Board of Trustees

October 26, 1965

Favreau's

12:00 noon

PRESENT: Henry Madore, Ellsworth Mitchell, Robert L. Fox,
John J. O'Shaughnessy

ABSENT: E. V. Lewis, Jacob K. Edwards, Dr. Nerio W. Pioppi

INVITED: Mary Anna Tien, Librarian

SECRETARY'S REPORT:

The report of the Secretary was accepted as read.

TREASURER'S REPORT:

The Treasurer reported that for the first 9 months of 1965, the expenses came to \$31,650.00, which does not include Architect James A. Britton's fee of \$15,000.00. The expenses for the prior year for the same period of time came to \$29,100.00 which included a fee to Mr. Kenneth Shaffer, the consultant, of \$1,046.00. Of this sum, the Trust spent \$3,190.00 and the Town spent \$27,460.00. For the comparable in 1964, the trust spent \$4,390.00 and the Town spent \$24,709.00 for a trust balance of \$5,049.00 and for a Town balance of \$9,271.00.

There is still \$1,108.00 left from the donation of the Quinebaug Historical Society.

The Treasurer further reported that Mr. McKinnon, the Director of Accounts, has informed him that it would be possible to appropriate at the annual Town meeting, the state contribution which has accumulated to about \$8200.00.

LIBRARIAN'S REPORT;

The Librarian reported that Mrs. Mary Nash is coming to the Library during book week to conduct two discussion sessions. Tickets for this are already distributed. Her charge for this is merely her expenses.

The Southbridge Technical Society conducted a meeting at the library and voted to donate \$1,400.00 to the library and indicated that they would like to have the money used for the purchase of technical books or turned over to the building fund. This matter, as to the application of the money, will be determined at a later date.

The Librarian and Mrs. Hoffman, the Sturbridge Librarian, will meet with the PTA on November 8th. She further reported that the iron railing on the steps of the library have been damaged.

The Librarian requested permission to hire a secretary. She reported that the S-1 classification has a salary from \$2,713.00 to a maximum of \$3,300.00. The S-2 classification starts at \$3,000.00 and an S-3 classification starts at \$3,300.00 and she recommended engaging a secretary from this classification as the others would not be suitable.

Meeting adjourned at 12:50 p.m.

TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

November 23, 1965

Noon, Favreau's Restaurant

Present: N. Pioppi, E. Mitchell, R. Fox, M.A. Tien

Before the meeting convened, Raymond Duff, Past Secretary-Treasurer of the Southbridge Technical Society, presented a check for \$1,174.35 to the Trustees to be used "for the purchase of books and/or toward the Building Fund."

There was no Secretary's Report.

Treasurer's Report: A total of \$34,676 had been expended during the ten months of 1965 compared with \$32,173 for the same period in 1964. The \$15,000 paid to Mr. Britton is not included in this amount. Mr. Mitchell expressed concern that the town appropriation may not be exhausted by the library. Fines for the month of October were \$159.04 compared with \$194.05 for October 1964.

Although there was no quorum those present discussed library affairs.

Building expansion program: Various persons of influence in town affairs are being contacted. Representative Leo Cournoyer has already discussed the program with the librarian and is enthusiastic and helpful. He would like to discuss this at a meeting on December 4 but wanted the Selectmen to be formally informed of plans prior to then. Dr. Pioppi and the librarian plan to meet with the Selectmen on Monday, November 29, for this purpose. The librarian has also arranged to talk with Paul Benoit as president of Cercle Canadien and Archie Champagne as Veteran's Agent.

Budget Meeting: December 14.

Librarian's report: Emergency lights in Children's Room did not work during Blackout. Consequently all battery operated equipment will be scheduled ^{annually} for fresh batteries. ~~on annual schedule.~~

During Book Week: Annual Creative Writing Contest
 Mary Nash, children's author, talked to 2 groups in children's room on Nov. 4. She also appeared for an autographing party at the Book Corner. ~~She did not charge expenses.~~
 Story hours: 11 classes
 5th grade instruction in library use: 8 classes
 Librn. appeared for talk at Sturbridge elementary PTA together with Stur. librarian

Telephone listing: At monthly charge of 60¢ will also be listed under Jacob Edwards Memorial Library.

Railing damage: Will be expensive and must be removed to be repaired. Culprits suspected but nothing can be proved.

Lighting test: Conducted by Mass. Elec. Co. Showed that with all lights on during daylight that table lighting is 30 candlepower. 100 c. is recommended minimum. Two staff members found that 300 and 325, respectively are comfortable light intensities for their reading.

Inventory: Librarian making inventory of equipment for town accountant

Mary Anna Tien
 Secretary Pro Tem.

TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

December 14, 1965

Noon. Favreau's Restaurant

Present: Robert Fox, Nerio Pioppi, Ellsworth Mitchell, Edgar Lewis, Mary Anna Tien, Librarian

Treasurer's Report: \$38,182 has been spent through November compared with \$36,190 for 11 months in 1964. There remains a balance in the Trust Account of \$7,828 and in the Town Account of ~~\$22x~~ \$3,367. Fines amounted to \$215.86 for November compared with \$201.80 for November 1964. Total fines collected during 1965 so far amount to \$2,080.08 compared with \$2,258.84 for 11 months in 1964.

General: Trustees ~~and~~ voted unanimously to ratify the business discussion at the meeting of November at which a quorum was lacking. At that meeting a check for \$1,474.35 was presented to the Trustees to be used for books or building fund (at their discretion) by Raymond G. Duff, Past Secretary, Treasurer of the now inactive Southbridge Technical Society. It was also decided at that meeting that Dr. Pioppi, together with the librarian, should formally inform the Board of Selectmen of the intent to insert an article in the warrant for Annual Town Meeting, 1966, to ask for an appropriation to expand the library building. Dr. Pioppi and the librarian did so on the evening of Monday, November 29. Each of the three Selectmen was enthusiastic about the proposal.

It was moved and seconded that an article be inserted in the Town Warrant to ask approval of the Town for an appropriation to expand the library building. It was so voted.

Budget: The 1966 budget proposal shows a 10% increase over that of 1965. Each of the staff members was granted an increase in accordance with their salary classification plan. The budget provided for a new full time position, that of Clerk, to be added to the staff at an S-2 rating, according to the recommendation of the Board of Salary Review.

There was discussion whether to use the \$8,200 State Aid now held in a separate account toward the annual budget or whether to reserve it for the building program. It was moved, seconded, and voted to apply it toward the 1966 budget, making the request for appropriation from the town the same amount as for 1965, ~~at~~ if this meets with the approval of the Finance Committee.

The budget proposal was unanimously adopted by the Trustees. The meeting adjourned at 1:00.

Mary Anna Tien
Secretary Pro-Tem.