

JACOB EDWARDS MEMORIAL LIBRARY

Board of Trustees

January 25, 1966

Favreau's

12:00 Noon

PRESENT: Robert Fox, Jacob Edwards, Edgar Lewis, Ellsworth Mitchell, Nerio W. Pioppi.

ABSENT: John O'Shaughnessy, Honore Madore.

INVITED: Mary Anna Tien, Librarian. Mrs. Tien was out of town and could not be present.

SECRETARY'S REPORT:

Due to the absence of the secretary, the minutes of the previous meeting could not be read.

TREASURER'S REPORT:

The treasurer's report was not given, since the January figures were not complete. However, all members of the board, with the exception of Mr. Madore, have seen the annual report.

BUILDING EXPANSION PROGRAM:

The chairman reported that he and Mrs. Tien met with the selectmen and explained the expansion project to them and the monies involved. The selectmen indicated their unanimous approval, and recommended that Mrs. Tien and Doctor Pioppi meet with the finance committee so that they might, also, be well informed. This meeting is to take place on January 28, 1966, at 7:30 P.M. The chairman also announced that our library has been placed on a standby basis concerning an allotment of federal funds which is being distributed through the library commissioner at the State level. He recommended that at the time of the library expansion a ten thousand gallon oil tank be placed in the ground in place of the present smaller tanks. If this were to materialize, then we would be able to purchase oil in large quantities at a minimum rate.

Mr. Fox stated that in cooperation with Mr. Jenkins of the Rotary Club a program would be held on February 9, 1966, at the Rotary Club at which Mr. Britton would be invited to speak on the expansion program of the Jacob Edwards Memorial Library. Mr. Fox stated that the librarian and any of the members of the board of trustees who wished to attend would be welcome.

GENERAL:

Mr. Lewis mentioned that he had sent an elevator maintenance man to check the dumb waiter at the library. He

January 25, 1966

-2-

found that it needed many minor repairs and replacement of minor parts for a probable total cost of \$100.00. The library had previously been given an estimate of \$600.00 for the same repairs. Thereby, Mr. Lewis has saved the library a sum of \$500.00 for which we are grateful. Mr. Lewis also reported that the handrail will be repaired during the spring weather. He also volunteered to visit the library weekly in order to check on problems which may arise.

The subject of attendance was discussed. The chairman mentioned that during the coming year it would be necessary for the trustees to maintain as good an attendance as possible. Assuming that the town gives us permission to proceed with the construction of an addition to the library, there will be many pertinent discussions which will arise. It will be difficult for the chairman to carry out this project alone. The responsibility must be shared by all members of the board of trustees, and that cannot be done without the presence of the trustees at all the meetings. The chairman asked the members present their preference as to a meeting time in order to promote better attendance. The five members present indicated, without a doubt, that the fourth Tuesday of the month at noon was the best time to meet.

Mr. Mitchell recommended that \$3000.00 of the \$6600.00 of the trust fund be placed in a savings account. This recommendation aroused no objections.

A citation was received by the library concerning the estate of the late Mr. Ralph Robbins. Mr. Robbins has willed the library \$1500.00 according to the newspapers.

There being no other business, the meeting adjourned at 12:55 P.M.

*Nerio W. Pioppi*  
Nerio W. Pioppi, M. D.  
Secretary pro tem

MEETING OF THE LIBRARY TRUSTEES  
HELD FEBRUARY 22, 1966 AT 12 NOON AT FAVREAU'S RESTUARANT

Those present at the meeting were: Mr. Edwards      Mr. Lewis  
                                         Mr. Mitchell      Mr. O'Shaughnessy  
                                         Mr. Fox  
Librarian, Mrs. Tien was invited. Absent were Dr. Pioppi and  
Mr. Madore.

The secretary's report of the January meeting was accepted as read. The treasurer's report of the January 1966 expenses as \$3681.00 as compared with the 1965 expenses of \$3711.00. Of the January expenses, \$281.00 came from the trust fund and \$3400.00 came from the Town account. The cash balance in the trust as of January was \$3067.00. Fines for 1966 amounted to \$220.47 as compared with \$222.56 for 1965.

The librarian reported that Mrs. Joan Eddy resigned as of February 21, 1966 and her place was taken by Joanne Ranslow.

A list of delinquent borrowers has been sent to the Town Counsel for action. This procedure has produced results. The list of delinquent borrowers has dropped down to eight or nine borrowers from a former list covering several pages. The theft of light bulbs has decreased since we have used the wire mesh covering them as Mr. Lewis had suggested.

The librarian and Dr. Pioppi met with the finance committee who show enthusiasm for the new building addition. It now appears that there will be a bond issue to cover the costs of the new construction. It was brought out that the Town Engineer raised an objection and posed a question as to why the Trustees would not spend all of the money that the trust turned over to us instead of allowing it to accumulate.

The meeting adjourned at 1:10 p.m.

JACOB EDWARDS MEMORIAL LIBRARY

Board of Trustees

Regular Meeting  
March 22, 1966

Favreau's

12 Noon

PRESENT: Dr. Nerio W. Pioppi, Honore J. Madore, Robert J. Fox,  
Ellsworth D. Mitchell and John J. O'Shaughnessy.

ABSENT: Jacob K. Edwards and Edgar V. Lewis.

INVITED: Mary Anna Tien, Librarian, Present.

SECRETARY' S REPORT:

The secretary read the minutes of the meeting of February 22, and they were accepted as read.

TREASURER'S REPORT:

The treasurer reported that the expenses for February were \$3,198, as compared with \$2,269 for February of 1965. Of this sum, \$430 was taken from the trust account and \$2,767 from the town account. Up to March 1 of 1966, \$6,609 has been received from the town as compared with \$5,980 for the same period in 1965. At the present time, there is \$3,895 on hand from the Trust account and there is presently an overdraft from the town in the sum of \$6,119.66. Fines for February, 1966 were \$224 as compared with \$173 for February of 1965.

The Librarian reported that Mrs. Evelyn Petrelli is now a certified librarian. She further reported that there has been a considerable amount of vandalism and stealing from the library recently. The Notre Dame Parent-Teachers Association has agreed to take up this problem at its next meeting to do what can be done to curb this activity. Mrs. Tien reported that letters of thanks were sent to the Southbridge Evening News, Worcester Telegram and Gazette, Radio Station WESO, and the eight women who worked on the telephone campaign committee to create interest in voting favorably for the library article at the town meeting. Mrs. Tien reported that Mrs. Merriam has indicated her intention to resign at the end of April and if this happens, the Librarian will place Mrs. Petrelli in Mrs. Merriam's position and to move Mrs. Benoit up to Mrs. Petrelli's position. A discussion followed relating to the proposed realignment of personnel, at the end of which Mr. Fox moved that Mrs. Petrelli and Mrs. Benoit be advanced to the next classification at the lowest salary bracket. This was seconded by Mr. Mitchell and it was unanimously voted.

There was a further discussion relative to purchasing a full page in the new directory. Mr. Madore moved and it was seconded by Mr. Fox and passed unanimously with an appropriation of \$60.00 for the full page.

March 22, 1966

-2-

The secretary was directed to make a note that the town meeting voted unanimously to appropriate \$175,000 for the new addition to the library.

The question of the feasibility of ramping an entrance to the new addition to the library for the convenience of disabled persons was discussed at some length and it was finally agreed by all present to invite Mr. Britton the architect to a special meeting on Tuesday, March 29, at Favreau's at 12 Noon.

The meeting adjourned at 1:15.

John J. O'Shaughnessy

SPECIAL MEETING OF TRUSTEES---MARCH 29, 1966

A special meeting of the Trustees of the Jacobs Edwards Memorial Library on Tuesday, March 29, 1966 and was held at 12 noon at Favreau's Restuarant.

Those present were:

|            |                   |
|------------|-------------------|
| Dr. Pioppi | Mr. Fox           |
| Mr. Lewis  | Mr. Mitchell      |
| Mr. Madore | Mr. O'Shaughnessy |

The Librarian, Mrs. Tien and the Architect, Mr. Britton were guests.

A discussion ensued as to how a ramp entrance to the new wing of the library might be established. Mr. Britton said he would not build because it would grossly deface the pure Georgian appearance of the structure.

He suggests a lift or elevator might be a better way of proposed access to the library for those unable to use the stairs.

Mr. Britton and Mrs. Tien discussed extras which were submitted by Mrs. Tien previously.

Mr. Britton approved Dr. Pioppi's suggestion of installing a 10,000 gallon oil tank. He informed us that he has attempted to obtain some wage scales and is also engaged in studying the effect of the new sales tax on costs of the material and he estimates that there will be two weeks before the plans are final.

Dr. Pioppi raised the question about supervision on the work which would be started. Mr. Britton answered that his office will offer once a week supervision.

Mr. Fox and Mr. Madore stated that they felt a clerk of the work should be hired. After some discussion, it was decided to wait to see who will get the contract before deciding on

hiring a clerk of the works.

The meeting adjourned at 1:15 p.m.

MEETING OF THE TRUSTEES, JACOB EDWARDS LIBRARY

APRIL 26, 1966 at 12 NOON, FAVREAU'S RESTAURANT

Present: Dr. Pioppi, Jacob Edwards, Ted Lewis,  
Mary Anna Tien, Librarian

The secretary's reports for February 22 and March 29 were read.

As there was not a quorum, no business was transacted. However, several subjects were discussed.

On Wednesday, April 20, the following persons representing this library met at the Division of Library Extension with Mrs. Betty Flynn, Senior Supervisor of Public Library Development; Dr. Nerio Pioppi and Jacob K. Edwards, Trustees; Mr. Raymond Girouard, Town Treasurer; James Britton, Architect; and Mary Anna Tien, Librarian.

The purpose of the meeting was to implement proceedings for payment of the \$50,000 federal aid granted to this library through the Board of Library Commissioners, Boston. Many details were presented that must be completed by those persons present before the grant has final approval from the federal Department of Health, Education, and Welfare. Representatives felt that requirements would be quickly met and the morning meeting closed swiftly with a general feeling of encouragement.

The librarian reported that vandalism has diminished due probably to publicity and the excellent help of Officer Gouin. She appeared in Juvenile Court with one boy who had been destroying books. Two others who had been troublesome and have a reputation for vandalism were told by Officer Gouin to stay completely away from the library, Paul Zotos and Mark Jewell.

Wooden nickels will probably be used in some capacity in payment of library fines during Sesquicentennial week.

The Dorothy Canfield Fisher award ceremony was attended in Holden by the librarian and Mrs. Petrelli.

On May 5 the librarian will attend a Young Adult Book Meeting in New Bedford. Both automated methods used by the librarian there and the whaling collection will be of special interest to this library.

Mrs. Jessie Lajeunesse will fill the new position of clerk-typist starting Monday, May 2. Mrs. Merriam will retire on April 30. Her position as Assistant-Reference Librarian will be filled by Mrs. Petrelli. Mrs. Benoit will become Children's Librarian. There is a very good prospect, as yet unconfirmed, for the position of Bookkeeper-Library Assistant.

On Monday, April 25, 18 members of the basic English and Citizenship classes met at the library for a tour and orientation. Several registered for cards and borrowed material. Others made request for special books. The librarian was pleased to have made contact with this group who hopefully will benefit from library services.

Copy to Town Clerk  
(Re: Federal Aid)

Mary Anna Tien, Secretary Pro Tem.

MEETING OF THE TRUSTEES, JACOB EDWARDS LIBRARY  
MAY 31, 1966 at 12 noon, Favreau's Restaurant

Present: Ellsworth Mitchell, Henry Madore, Robert Fox, John J. O'Shaughnessy, and Mrs. Tien.

Absent: Dr. Pioppi, Jacob Edwards and Edgar Lewis.

SECRETARY'S REPORT

Minutes of the meeting of April 26, 1966, which was prepared by Mrs. Tien the Secretary Pro-Tem, were read and accepted.

TREASURER'S REPORT

The Treasurer's report was accepted as read. He reported that the expenses through April 30th for the current year were \$14340.00 as against \$14415.00 for same period last year. Of this sum, \$1696.00 came from the Trust as against \$1960. for same period last year. The Town's share of this expense to date for the current year was \$12643.00 as to \$12454.00 last year. There is presently \$27241.00 in the Town account and \$3010.00 in the Trust Account. It was reported that \$10,000.00 has been received by the Town for the Building Fund. Fines for the Month of April, 1966 amounted to \$303.26 and for April 1965 it was \$224.60. Fines for the year to April 30th amounted to \$1162.70 as compared with \$886.70 for the same period last year.

LIBRARIAN'S REPORT

The Librarian discussed the forth coming American Library Association and Annual Librarian Convention to be held July 7th thru the 13th. Mr. Fox moved and was seconded by Mr. Madore that the Trustees approve that the Librarians attending the Equipment Industrial of Adult Services Division of the American Library Association and the Annual Librarian's Convention. Mrs. Tien also reported that she will be teaching one evening a week a course on Library Technicians at the Southern Connecticut College in New Haven. She also reported that we are  $\frac{1}{2}$  of 1% of the book budget according to the 1966 library standards but in all other respects we are up to standard. She also reported that she would attend a meeting in Holden of the Library Participation in the Head Start and Services to Disadvantaged Persons Program. Meeting adjourned at 12:45.  
Secretary

JACOB EDWARDS MEMORIAL LIBRARY

Board of Trustees

Regular Meeting  
June 28, 1966

Favreau's

12 Noon

PRESENT: Ellsworth D. Mitchell, Honore J. Madore, Edgar V. Lewis,  
John J. O'Shaughnessy.

ABSENT: Robert J. Fox, Nerio W. Pioppi and Jacob K. Edwards.

INVITED: Mary Anna Tien, Librarian, Present.

SECRETARY'S REPORT:

The secretary read the minutes of the meeting of May 31, and they were accepted as read.

TREASURER'S REPORT:

The treasurer reported that the expenses for the year to date were \$18,425 as compared with \$18,339 for the similar period in 1965. The expenses for May of 1966 were \$4,085 as compared with \$3,923 for May of 1965. Of the total sum of money spent, \$16,335 came from the town account and \$2,090 from the trust account. The fines for May amounted to \$267.02 as compared with \$218.03 for May of 1965. Up to June 1, the total of fines collected was \$1,429.72 and the fines for the same period in the previous year were \$1,104.79.

The amount of money on hand in the town account at the present time is \$23,550 and the balance in the trust account is \$6,208.

The librarian reported that the children's reading club starts tomorrow with a morning and afternoon session. She has acquired the unpaid services of Miss Judy Jenkins to set up summer book stations. One is to be located at the Pleasant Street School and the other one at the Boys' Club on Mechanic Street. She reported that there were a lot of old magazines that were to be sold. Mrs. Rejane Constantine has been engaged to be the new bookkeeper and library assistant to start work on July 1.

The parking lot will be closed as usual on July 4, to prevent the public from acquiring an easement. Mrs. Constantine's classification will be S-3.

Meeting adjourned at 1:00.

John J. O'Shaughnessy

TRUSTEES OF JACOB EDWARDS MEMORIAL LIBRARY

Special Meeting: August 10, 1966

Favreau's Restaurant, noon.

Present: Robert Fox, Ellsworth Mitchell, Jacob Edwards, Henry Madore  
James A. Britton (architect), and Mary Anna Tien (librarian)

Mr. Britton announced that he had personally delivered specifications to Mrs. Flynn in Boston on August 8 in order to comply with the deadline for federal wage determination. He said bids were ready to be advertised immediately and were to be opened at the library at 4 p.m. on Friday, August 26.

A pre-construction conference with the architect and contractor will be tentatively scheduled for August 30 to meet with Mrs. Flynn in Boston.

It was moved and seconded that the plans and specifications be accepted as presented. However, the librarian was given ten days to go over the plans for a final check. Henry Madore will discuss any possible suggestions with her before they are sent on to Mr. Britton. The main concern was for electric outlets and telephone connections.

Mr. Britton presented a drawing of a ramp entry to the main floor going up the side (east) of the building. ~~xxxxxxx~~ He estimated the cost at \$25,000 and said such plans were not included in the present contract. He also said he would study the possibilities of installing an elevator as an alternate.

The meeting adjourned at 1:25.

Mary Anna Tien  
Secretary pro-tempore

cc: Dr. Pioppi ← mailed by *WAT*  
Mrs. Boyer ← attached

JACOB EDWARDS MEMORIAL LIBRARY

MEETING OF THE TRUSTEES

AUGUST 10, 1966

A SPECIAL MEETING OF THE TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY WAS HELD AT FAVREAU'S RESTAURANT IN SOUTHBRIDGE AT 12 NOON ON WEDNESDAY, AUGUST 10, 1966.

THERE WERE PRESENT: J. K. EDWARDS, R. L. FOX, H. J. MADORE AND E. D. MITCHELL, TRUSTEES, MRS. M. A. TIEN, LIBRARIAN AND JAMES E. BRITTON, ARCHITECT.

MR. BRITTON PRESENTED THE PLANS AND SPECIFICATIONS FOR THE PROPOSED ADDITION TO THE LIBRARY BUILDING AND DISCUSSED THE SALIENT POINTS THAT WERE OF MAJOR INTEREST TO THE BOARD AND LIBRARIAN. HE STATED FURTHER, THAT IN ORDER TO CONSERVE TIME, HE HAD MADE ARRANGEMENTS TO ADVERTISE FOR BIDS IN THE SOUTHBRIDGE EVENING NEWS OF THIS DATE AND IN DODGE REPORTS AND GAINNEY'S CONSTRUCTION NEWS LETTER. ALSO HE HAD SET THE TIME AND PLACE FOR THE OPENING OF BIDS AS 4 P.M. ON AUGUST 26, 1966 AT THE JACOB EDWARDS MEMORIAL LIBRARY.

A DISCUSSION FOLLOWED CONCERNING MINOR REVISIONS OF THE PLANS, THE METHOD OF OBTAINING BIDS FOR A RAMP TO BE USED BY AMBULATORY PATRONS AND THE POSSIBILITY OF INSTALLING AN ELEVATOR FOR USE IN CONNECTION THEREWITH AFTER WHICH, UPON MOTION MADE AND SECONDED, IT WAS

VOTED: TO APPROVE THE PLANS, SPECIFICATIONS AND ARRANGEMENTS AS PRESENTED BY MR. BRITTON WITH THE PROVISIO THAT ANY CHANGES SUGGESTED BY MRS. TIEN DURING THE BIDDING PERIOD AND MEETING WITH THE APPROVAL OF THE ARCHITECT, BE SUBMITTED TO THE BIDDERS AS ADDENDA TO THE PLANS AND SPECIFICATIONS HEREBY APPROVED.

THE BOARD ALSO APPROVED THE SUGGESTION OF MR. BRITTON THAT HE MAKE A QUICK STUDY AS TO THE COST OF INSTALLING AN ELEVATOR AND THAT SUCH INSTALLATION BE REQUESTED EITHER AS AN ALTERNATE PROPOSAL BY THE BIDDERS OR THAT THE COST BE MADE AN ALLOWANCE IN THE ORIGINAL SPECIFICATIONS.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE MEETING, IT WAS

VOTED: TO ADJOURN

*G. Mitchell*

SECRETARY, PRO-TEM

JACOB EDWARDS MEMORIAL LIBRARY

Board of Trustees

Special Meeting

Favreau's

12:00 Noon

August 30, 1966

PRESENT: Ellsworth Mitchell, J. Edgar Lewis, Jacob K.  
Edwards, John J. O'Shaughnessy

The meeting was called for the purpose of discussing bids for the construction to the library. Two bids were submitted and on motion of Jacob K. Edwards, and seconded by J. Edgar Lewis, it was voted to accept the bid of T. A. Daley & Son, Inc. of Springfield, for \$204,690, which was the lowest of the two bids. On motion of J. Edgar Lewis and seconded by Jacob K. Edwards, it was voted to authorize Ellsworth Mitchell and John J. O'Shaughnessy to sign the contract.

Adjourned at 1:00 P.M.

John J. O'Shaughnessy

JACOB EDWARDS MEMORIAL LIBRARY  
SOUTHBRIDGE, MASSACHUSETTS 01550

September 27, 1966

MINUTES OF THE TRUSTEES

Favreau's Restaurant, noon

Present: JK Edwards, E. Mitchell, E. Lewis, H. Madore - Trustees  
MA Tien - Librarian

Secretary's Report: None given.

Treasurer's Report: Figures given are for period Jan. through Aug.

Total expenditures 1966: \$28,750  
1965: 28,623

Expended from trust: '66: \$ 3,201  
town: '66 25,549

Cash on hand Aug. 31: Trust 6,328  
Town 14,693

Total fines collected 1966: 1,850  
1965: 1,552

It was moved and seconded that Jacob Edwards serve as chairman pro-tem. until Dr. Pioppi returns.

Liability insurance for protection of persons possibly injured on the construction site was discussed. Mr. Mitchell will verify coverage with Mr. O'Shaghnessy. Children especially, are attracted by the excavation and machinery and return to play even after being removed by the police.

Outside construction is at a halt because of lack of steel. The interior wall of the Children's Room is almost demolished. Work is continuing on the interior of the building.

The librarian reported that she had attended the Equipment Institute of the Library Administration Division of the American Library Association in New York in July and spent two days at meetings of the ALA annual conference there.

She reported that summer library stations were maintained at Pleasant Street school and Boys' Club.

Plans for equipment for the new addition were discussed. The librarian has already planned to the best of her knowledge and will meet with a designer from a library supply house who will advise her further on needs and specifications without obligation on the part of the library.

The meeting adjourned at 1:00.

Mary Anna Tien  
Secy Pro-tem.

JACOB EDWARDS MEMORIAL LIBRARY

Board of Trustees

Regular Meeting  
October 25, 1966

Favreau's 12 Noon

PRESENT: Robert G. Fox, J. Edgar Lewis, John J. O'Shaughnessy.

INVITED: Mrs. Tien, Present.

ABSENT: Jacob K. Edwards, Ellsworth Mitchell and Honore  
Madore, Dr. Nerio Pioppi.

The minutes of the meeting of September 27, 1966, which  
were prepared by Mrs. Tien were read and accepted.

There was no treasurer's report inasmuch as the treasurer  
was absent, and there not being a quorum present, a regular  
meeting was not held.

JACOB EDWARDS MEMORIAL LIBRARY

Board of Trustees

Regular Meeting, Office of John J. O'Shaughnessy 5:00 P. M.  
December 15, 1966

PRESENT: Dr. Nerio W. Pioppi, Ellsworth Mitchell, J. Edgar  
Lewis, John J. O'Shaughnessy.

ABSENT: Honore Madore.

INVITED: Mary Anna Tien, Librarian. Present.

SECRETARY'S REPORT:

The secretary read the minutes of the previous meeting which was held October 25, 1966, and the minutes were accepted as read.

TREASURER'S REPORT:

The Treasurer reported that for 11 months of the current year, \$31,986.00 as against \$31,182 for the same period in 1965, has been spent. Of this sum, \$3,972. came from the Trust and \$35,013.00 came from the town. This leaves \$5,229 unspent in the Town budget and \$8,963 unspent in the trust fund. The fines to date for 1966 are \$2,359 of which \$173.89 was collected in November. On motion made and seconded the treasurer's report was accepted.

After a short discussion, a motion was made and seconded that the fines be increased to five (5) cents a day starting February 1, 1967.

The Librarian reported Mrs. Benoit has resigned. Her resignation is to become effective January 1, 1967. She is to be replaced by Mrs. T. F. Little.

The Librarian reported there were 4,000 book discarded as obsolete and outdated. The large chandelier which hung in the main room of the library has been disposed of by the contractor under the contract.

Three members of the N. E. Merchants National Bank which handles the Edwards trust fund inspected the library the past week. They were escorted through the building by David Merriam.

Following the librarian's report, the budget was discussed by Mr. Mitchell who proposed a total over all budget for 1967, of \$49,918. Last year's budget was \$43,632. Mr. Mitchell further reported that the wage increments that he recommends fit in with the minimum range as established by the new wage scales adopted at the June special town Meeting. The book budget has been increased to \$7,000. After a discussion, it was moved, seconded and voted that the sum of \$400 be appropriated for the Librarian's trip to San Francisco for the librarian's convention.

December 15, 1966

-2-

The treasurer further suggested that we use the sum of \$11,000 from the trust which is an increase of 8.7%.

The meeting adjourned at 5:40 P.M.

John J. O'Shaughnessy