

JACOB EDWARDS MEMORIAL LIBRARY

Board of Trustees

Regular Meeting
January 30, 1967

Favreau's

12 Noon

PRESENT: Jacob K. Edwards, Honore J. Madore, Ellsworth D. Mitchell and John J. O'Shaughnessy.

ABSENT: Edgar V. Lewis, Nerio W. Pioppi, and Robert Muenzberg.

INVITED: Mary Anna Tien, Librarian, present. and Mr. James A. Britton, Architect, present.

The regular meeting was dispensed with in order that all of the time be given to discuss the equipment with Mr. Britton whose remarks are summarized herein.

Mr. Britton recommends wool carpeting with a foam rubber mat attached to it. This is a product of the Oxford Mills located in Ware. He stated that this type of mat is less likely to skip or skid and it also contains woven copper wire to reduce static electricity. This type of rug costs \$14.27 per square yard installed. He expects to be able to keep the total expenditure within the budget allowance of \$13,000. Mr. Madore indicated that the Lions' Club has earmarked a gift of \$1,800 to be used for the carpeting.

Mr. Britton further reports that the general contractor has indicated to him that his part of the job will be completed by March 15. In a further discussion, Mr. Britton stated that he had originally felt that the brick on the Foster St. side of the new addition should be painted white, but he is now of the opinion that it would be better to leave the brick in its natural state, notwithstanding the fact that it does not compare exactly with the brick in the old part of the building. He also stated that the saving that would be effected by not painting the brick can be applied to painting the areas of the main reading room which are in need of paint. He also suggests that the mat be extended out through the area where the circular door used to be.

He recommends maple furniture throughout, including upholstered furniture and informs us that bids will be received for individual items inasmuch as no furniture supplier would bid the whole job. He further indicated that we might receive as many as 25 to 30 bids.

The question of bicycle storage was discussed and Mrs. Tien suggested a bicycle parking rack on the Foster Street side close to her office so that she could watch the area to prevent stealing. This question has been referred to further consideration later.

Mr. Britton then suggested that if there was any money left in our appropriation, that a work area be constructed and provided for the janitor who has done a magnificent job in the library. He further informed us that installing two water coolers and drinking fountains would cost about \$1200, which he feels is too high, but one fountain could be obtained for \$700.00.

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Mr. Madore called to our attention that Mr. Albert Bishop has offered to provide the toilets as a gift.

Waterproofing of the ground floor to prevent water seeping through onto the carpet was discussed and Mr. Britton recommended having Mr. Savory, the custodian, do it and have the waterproofing material supplied by the contractor.

The meeting adjourned at 1:10.

John J. O'Shaughnessy

JACOB EDWARDS MEMORIAL LIBRARY

BOARD OF TRUSTEES

Regular Meeting
February 20, 1967

Favreau's

12 noon

PRESENT: Doctor Nerio Pioppi, Jacob Edwards, Robert Muenzberg, Ellsworth Mitchell, John J. O'Shaughnessy.

INVITED: Mary Anna Tien, Librarian, present.

ABSENT: Edgar V. Lewis.

The Secretary's report of the meeting of January 30, was read and accepted as read.

The Treasurer reported that the expenses for January were \$4,315.00 as compared with \$3,645.00 for the same period in 1966. Of this, \$159.00 came from the Trust Fund and \$4,156.00 came from the Town. The balance in the Trust at the present time is \$7,938.00 and the Town account represents an overdraft of \$4,156.00.

Fines for the month of January totalled \$203.07.

A general discussion followed having to do with the location of the bicycle rack near the rear of the Library. Mr. Edwards suggested putting the question over until the building is completed. Mr. Mitchell moved and it was seconded and voted to table the rack question until the end of March.

The Librarian gave her report and stated that Mr. Savary will be glad to put on the water proofing that is required. Mrs. Tien gave a talk to the National Secretaries Association last month and they have offered a tree or shrubs when the Library is finished. She also reported that she has been receiving numerous calls from local merchants who are anxiously awaiting (the opening)

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the calling for bids for furniture and carpeting in the new edition. She further reported that the children's room was opened last Saturday and although it isn't finished yet it is usable. She said that the traffic was normal.

She has already used about two-thirds of the funds for moving but states that she can get some free help in moving from friends.

Mr. Mitchell read a letter from Mr. Britton, the architect, about recovering the old tables with formica and refinishing the chairs. Mr. Edwards moved that we do with the present tables and let refinishing chairs go for the present. Mr. Muenzberg seconded the motion and it was passed.

It was also voted to let Mr. Britton get an estimate on covering the tables with formica but not to have them recovered now. Mr. Mitchell agreed to call Mr. Lewis to get an estimate from Mr. Chester the tree warden concerning the damage to the trees caused by one of the contractors trailers skidding into them.

The meeting adjourned at 1:30.

John J. O'Shaughnessy

JACOB EDWARDS MEMORIAL LIBRARY

Board of Trustees

Regular Meeting
March 28, 1967

Office of John J. O'Shaughnessy

4:00 P.M.

PRESENT: Dr. Nerio Pioppi, Henry Madore, Ellsworth Mitchell, Edgar V. Lewis, Jacob K. Edwards, Robert Muenzberg, John J. O'Shaughnessy.

INVITED: Mary Anna Tien, Librarian, present.

ABSENT: None.

The Secretary's report of the previous meeting was read and accepted without correction or alteration.

The Treasurer reported that expenses to date were \$8,166.00 as compared with \$6,843.00 for the same period in 1966. Of this sum, \$818.00 was paid out from the Trust fund as compared with \$674.00 from the Trust fund in the same period last year. \$7,347.00 came from the Town Account as compared with \$6,169.00 for the same period a year ago. The balance in the Town account as of this day is \$10,626.00. The \$7,347 from the \$7,347.00 from the Town represents an overdraft. The fines for the month of February amounted to \$192.46 as compared with \$234.87 for February of 1966. The fines for the year to date amount to \$395.53, as compared with \$455.34 for a similar period a year ago.

The Treasurer also reported having received \$1,800.00 from the Lions' Club and \$500.00 from the Rotary Club. A general discussion followed with reference to how gifts received from the technical societies, the Lions' and Rotary Clubs can most appropriately be recognized. Dr. Pioppi recommended that we table the matter for the time being and at some later date perhaps arrange to have a bronze plaque placed in a suitable position in the library with the name of all donors on it.

It was announced that \$141,940.00 has been spent in the course of construction and there appears to be a likelihood that we may have approximately \$3,000.00 left over.

It was also announced that ten contractors were invited to bid on the floor covering contract. The bid was let to the lowest bidder who was Rooney & Son Co. of Springfield who bid \$12,200.00. The Raleigh Rug. Co. of Springfield bid \$12,525.00, and the Beauregard Furniture Co. of Southbridge, bid \$13,251.00 and also submitted an alternate bid of \$12,575.00 but in this bid limited the choice of floor covering to two colors, which would not have met the specifications.

Mr. Lewis reported that he has talked with Mr. Maska the tree warden, about the damaged trees but as yet nothing has been done.

A discussion followed concerning Mrs. Little's classification. Mr. Edwards moved and Mr. Madore seconded the motion that her classification be changed to S-5 from the original incorrect classification of S-4.

The meeting adjourned at 6:10 P.M.

JACOB EDWARDS MEMORIAL LIBRARY

BOARD OF TRUSTEES

Regular Meeting

April 25, 1967

Favreau's

12 Noon

PRESENT: Dr. Nerio Pioppi, Henry Madore, Ellsworth Mitchell, Jacob Edwards, Robert Muenzberg and John J. O'Shaughnessy.

INVITED: Mary Anna Tien, Librarian, present.

The Secretary's report of the previous meeting was read and the minutes were accepted as read.

The Treasurer reported that expenses to date were \$12,364.00 as compared to \$10,486.00 for the same period in 1966. Of the money expended, \$1,338.00 came from the Trust and \$1,126.00 was used in the same period last year. Of the money expended \$11,026.00 came from the Town and the balance from the Trust. This time last year \$9,360.00 came from the Town.

The fines for the previous month totalled \$244.93 as against \$304.10 for the same period last year. The total fines collected to date for this year \$641.46 as against \$759.44 for last year.

At the end of March, there was \$8,313.00 in the Trust. The Town account at this time is of course an over draft because the Town meeting has not appropriate the money.

Work on the building through March totals \$181,284.00 and there is a hold back at the present time of \$163,101.00. Dr. Pioppi stated that specifications had gone out for furnishings, although the Trustees have not seen them.

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Mr. Britton promised Dr. Pioppi that he would show us the specifications first.

Dr. Pioppi directed the Secretary to write to him about it and further remarked that ~~xx~~ Mr. Britton doesn't answer his letters.

Mrs. Tien reported that she is trying to start a reading group among high school students and said that Miss Fitzgerald will probably be able to help direct the group. She reported that the National Secretaries Association is going to give us a *robot* plant and Mr. Soper will plant it for nothing because it is costing a little more than they had planned on spending. She also reported that she has talked with Mr. Beattie about establishing a bookmobile operation in the Pleasant Street area to take care of outlined areas.

Mrs. Petrelli is going to attend a regional library workshop on Wednesday and she reported that a sesquicennial firm costs \$240.00. Doctor Pioppi further remarked that we wrote Mr. Britton that we would order a 90 inch index table and I was directed to include in my letter that the Board would like to order the index table and we would like to take get his permission if we can and if we don't hear from him within ten (10) days will consider it granted as set forth in Dr. Pioppi's letter of April 10. Mrs. Tien suggested that we join the Massachusetts Library Association for \$15.00 a year.

The meeting adjourned at 1:25 p.m.

John J. O'Shaughnessy

MEETING OF THE BOARD OF LIBRARY TRUSTEES

May 23, 1967

Favreau's Restaurant - Noon

Present: E.V. Lewis, Robert Muenzberg, Henry Madore, Ellsworth Mitchell, Nerio Pioppi. M.A. Tien, librarian.

No secretary's report was given due to absence of secretary.

Treasurer's report showed an increase of about \$2,000 over expenses for same period in 1966. This is in accordance with the 1967 budget, the treasurer said. \$311.44 was turned in to the town in fines for April compared with \$303.26 for April 1966.

The new black-topped parking area back of the library was discussed. It had been suggested to the architect, who agreed, that sealer should be applied although not included in the specifications. However, Mr. Lewis and Mr. Madore did not think it necessary. The librarian was asked to notify the secretary to inform the architect that the parking lot would be accepted without sealing.

The problem of water draining into the window area of the activities room on the side facing the old main entrance of the building was discussed. Chester Maska recommended a deeper gravel deposit to create a dry well for drainage. Possibility of adding copper gutters to roof in that area discussed and decided to hold action until contract completed.

Dr. Pioppi had requested Slim's Sewer Service to clear drains at ground level outside front of building. He also had examined outlets for sewer pipes at Dr. Pioppi's request. There is adequate access to main lines but clogging near fixtures would require removal of fixtures in lavatories to clear pipes. Contractor has been asked about a sewer access indicated on blueprints that is outside staff room but not visible as covered by blacktop.

Dissatisfaction with furnishings specifications was expressed. Trustees who had attended Selectmen's meetings regarding deficit in building funds reported to Board. The basic problem was that the loan for the appropriation voted by the town had never been completed, but the building program had proceeded assuming the loan was in order. The present overdraft cannot be included in funds to be borrowed for the completion of the building. Therefore it will have to be raised by appropriation at a special town meeting which will affect the 1967 tax rate adversely. ~~Trustees anticipated considerable distortion of this information and agreed on policy of discussing it.~~

Librarian reported that fuel servicing calls will now be covered by a small annual fee. Previously there had been no charge for them. She also stated that a covering letter was needed from the Town Counsel before the Town Clerk would accept contractor's payroll records for storage as there was no more room in her vault.

Meeting adjourned at 1:30.

Mary Anna Tien, Secty pro-tem.

MINUTES OF THE TRUSTEES, JACOB EDWARDS MEMORIAL LIBRARY

May 28, 5:15 p.m., Staff Room of the library

Present: Mr. Muenzberg, Mr. Mitchell, Mr. Lewis, Mrs. Pioppi. Also librarian.

Treasurer's Report: So far in 1968 expenses total \$18,826 compared with \$16,112 for same period (Jan.-April) last year. Fines collected in April were \$321.49, \$10 more than for April 1967. The fine total this year is \$1081.70, \$130 higher than for last year.

So far New Building expenses come to \$256,789.67.

Chairman's Report: Mr. Muenzberg wrote architect James Britton about the faulty door hardware, flaking wall paint in children's lavatory, loose flagstone on new steps and wall, fallen snow guards from roof, and destroyed incinerator. Mr. Britton in turn contacted the contractor about these items.

The Friends of Dr. Pioppi gave a check to the library for over \$1200 as a memorial. For this the meeting room will be named the Nerio W. Pioppi Meeting Room and a commemorative plaque displayed nearby. The room will be furnished with attractive chairs and tables, the centennial 35 mm film converted to 16 mm, and the remaining funds used for appropriate books identified as being in memory of Dr. Pioppi.

The Medical Society has a sum of money for purchase of books in Dr. Pioppi's memory in the fields of medicine and biological sciences.

He asked the librarian to request a decision from John O'Shaughnessy regarding handling of fees for duplicating machine service to public.

Mr. Muenzberg attended the meeting at the Town Hall for all department heads and board chairmen.

Mr. Mitchell reported that our tax exempt certificate has been revoked, but that he is clarifying the situation since he feels that the library is entitled to this privilege.

Librarian's report: The revision of the copyright bill now in Senate committee in Washington may affect the purchase of a duplicating machine for the library. The one now on hand has been placed in the library free of charge by the dealer.

Needed furnishings were discussed in greater detail.

She and Mrs. Petrelli attended funeral services for Mrs. Hobson. Many requests for memorial books have been handled by the libr. for Mrs. Hobson.

Several staff members with trustees, Mrs. Pioppi, attended the annual Bay Path Library meeting in Hopkinton.

The librarian will attend the annual Central Regional System meeting in Auburn immediately following this trustee meeting.

Mary Anna Tien, Secretary Pro Tempore

SPECIAL MEETING, BOARD OF LIBRARY TRUSTEES

June 7, 5:30 p.m., Atty. O'Shaughnessy's office

Present: N. Pioppi, R. Muenzberg, H. Madore, E.V. Lewis, E. Mitchell, M. Tien, Librn., J. Britton and G. Anderson, Architects.

Purpose: To discuss shelving for new wing. It was delivered without shelves with painted finish instead of natural finish as specified by Dr. Pioppi.

Britton: He had felt color preferable to stained finish for effect. However, he had given Westfield Woodworking instructions to stain and lacquer shelves, but not cases in which the shelves are set. He had instructed Theodori sometime between April 21 and 27 to furnish all removable shelving in stained and lacquered finish and to finish the bookcases in lacquer.

Pioppi: Quoted from letter from Westfield to Britton dated April 27 that mentioned natural finish on shelving and cabinets as requested.

General discussion on whether lacquer had been applied over paint which has a hard, flat finish. H. Madore said there is a flat lacquer.

Britton: Paint should be finished with lacquer for a hard surface. The misunderstanding is semantic: he interpreted the term "shelves" literally and not to include cabinets to house them.

Pioppi: Asked whether trustees willing to accept the painted shelving units with stained shelves. Alternative is to return units for stripping and refinishing. He questioned the one double shelving unit done in natural finish as specified.

Britton: That unit planned to use near the new main desk in reading room and so match it.

Muenzberg: Westfield had followed instructions as received from architect even though were not intent of owner. Therefore, Board must accept shelving as delivered if in fact a final coat of lacquer had been applied over the paint.

Decision: Accept ~~xxxxxx~~ cases as delivered providing a lacquer finish had been applied.

INSTALLATION OF SHELVING

Daley wants \$5,295 to install which architect felt was exorbitant. Contractor offered job on time and material basis plus 10%.

Madore: Suggested punching out contractor and having installation done by another firm. He will make recommendation on this after examining site. ~~xxxxxxxxxxxxxxxxxxxxxxxx~~

Britton: Concurred. Said installation not included in general contract.

FURNITURE BIDS

Unsatisfactory to architect. Said naugahyde could be used on lounge furniture instead of cloth. Submitted 4 samples.

Spec. meeting, June 7

Furniture bids (contd)

Architect said would prepare schedule of bids for trustees immediately.

ACTIVITIES ROOM

Dr. Pioppi requested use of it although still uncarpeted for summer reading club. Architect said would clear with contractor, and he was in favor of it's being put into use.

Meeting adjourned 6:35

Subcommittee on Furnishing and Decorating met briefly with librarian. Dr. Pioppi and Mr. Muenzberg decided to reject all bids for lounge furniture (Items 4, 5, 6 of Specifications for Draperies, Furniture and Equipment) and items 20 and 21 of same set of specifications which described Secretarial Posture Chair without Arms and Side Chair without Arms. They prefer style similar to lounge furniture handled by Adirondack Chair Company of New York City. Librarian said secretarial chair ordered for her desk same type as one now using which is uncomfortable for her type of work.

Mary Anna Tien, Secretary Pro. Tem.

Addendum to Minutes:

Britton justified use of better grade lumber for painted cases saying that lacquer could be applied more effectively on it even over paint.

MEETING OF THE BOARD OF TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

JUNE 27, 1967

FAVREAU'S RESTAURANT, 12 NOON

PRESENT: Dr. Pioppi, Mr. Mitchell, Mr. Edwards, Mr. Madore
and Attorney John J. O'Shaughnessy

The Secretary's report of the meeting of May 23, 1967 was read and was accepted as read.

The Treasurer reported that the expenses for May 1967 were \$4,497.00 as against \$4,095.00 for the same month last year. For the year to date the expenses were \$21, 115.00 as against \$18,390.00 for the same period in the previous year. Of this sum \$2,198.00 was taken from the Trust and \$18,916.00 from the Town Account.

The fines for May were \$260.00 as compared to \$267.02 for the previous year. At the present time there is \$11,016.65 on hand of the Trust and \$19,978.39 in the Town account.

There has been no change in the building contract payments since the last meeting.

It was reported by Dr. Pioppi that the book cases will be installed on a time and material basis by Mr. Daley, the contractor, at no more than a top figure of \$5,295.00. Dr. Pioppi suggests that Mrs. Petrelli keep a daily check on the work. Mr. Mitchell agreed to call Mr. Daley today to tell him to proceed on this. Mr. Madore suggests not taking delivery of the carpets until we're ready because if they are delivered we are liable for at least a part payment.

It was reported that Al DiGregorio gave the library a film of the sesquicentennial that would have cost around \$250.00. This film was given in the name of the United Lens and was presented to the Library by Albert DiGregorio.

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June 27, 1967

The Secretary was asked to write to Congressmen Philbin regarding library services house of representative's bill 68 for the year 1967 and a letter of thanks to be written to the United Lens Company.

The meeting adjourned at 1:40 p.m.

The Board of Trustees of Jacob Edwards Library met at noon, July 25, 1967, at Favreau's Restaurant with Dr. Pioppi, Chairman, Mr. Edwards, Mr. Lewis, Mr. Mitchell, Mr. Muenzberg, and Mrs. Petrelli attending.

As the Secretary was not present the minutes of the previous meeting were not read.

Dr. Pioppi read a letter from Mr. Britton dated July 20, 1967, concerning the new carpet to be made by Oxford Mills, Ware. Mr. Britton will inform the trustees when he knows the date they can expect it to be ready.

There was discussion as to the unfavorable location the thermostat was moved to when the shelving was installed. Dr. Pioppi stated that he had already written to Mr. Britton concerning this but he had had no reply. It was suggested to add this to the punch sheet to be checked.

Mrs. Petrelli reported that library service was running smoothly in spite of changes due to alterations.

The financial report was read by Mr. Mitchell. Expenses for June 1967, \$4,841.58; for June 1966, \$3,066.36, \$1,775.22 over last year. Expenditures up to date this year, \$25,956.53, as compared to \$21,456.25 last year. Fines for June 1967, \$260.90, and June 1966, \$196.11. Fines for the first six months of 1967, \$1,482.58, and for the same period last year, \$1,525.83.

Meeting adjourned.

Respectfully submitted,

Evelyn Petrelli
Evelyn Petrelli

Secretary Pro-tem

MONTHLY MEETING OF THE BOARD OF TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

August 29, 1967

Favreau's Restaurant, noon

Present: N. Pioppi, E. Mitchell, R. Muenzburg, H. Madore
T. Lewis, M. Tien, Librarian.

Treasurer's Report

Expenses for 1967 through July 31 totalled \$29,617 compared with \$24,520 for the same period 1966. Of current expenses, \$3,404 came from Trust funds, \$26,213 from appropriation. There is a balance of \$11,324 in the Trust account and \$12,883 in the amount appropriated.

Fines for the month of July were \$173 compared with \$196 in 1966. The 1967 total to July 31 is \$1,655 compared with \$1,702 for 1966.

The treasurer proposed to reopen the savings account to gain the benefit of interest in anticipation of using these funds when needed rather than have them in the checking account the entire period. Mr. Muenzburg moved and Mr. Lewis seconded that the recommendation be followed. The Librarian was asked to instruct the bookkeeper to transfer \$8,000 to a savings account.

The treasurer estimated the cost of the building project as \$269,000 including a \$7,500 contingency fund.

Chairman's Report

The architect's office did a punch out of the new building and renovated area on Wednesday, August 23. He read a copy of a letter sent to Westfield Woodworking from Mr. Britton regarding items to be adjusted, and two letters to T. A. Daley from the architect regarding needed corrections.

August 29, 1967

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General

Mr. Muenzberg suggested and the Trustees agreed that the Secretary should send a letter to the Contractor for claim for damages caused to books in the children's room from water flowing off the new wing and into the window. The librarian estimated about 30 books were discarded as a result of the soaking. Several others were repaired. \$125.00 would cover the cost of replacement and repairs.

Librarian's Report

The Board was informed of a 3 day Library Executive Development Institute to be held at Amherst October 17-19.

G. F. Webber will give his hand-made model of a schooner to the Children's Room along with the painting of the seascape used as a background for it. This was announced to the librarian by Ernest Brodeur, husband of Mr. Webber's granddaughter.

Attendance at ALA in San Francisco June 25-29 was reported.

Librarian talked to Mrs. Betty Flynn, Bur. of Lib. Extension, on August 28 regarding advertising of bids for furnishings rejected from architect's specifications with the addition of 12 tables for two. List was mailed to her. She gave tentative approval by phone before receiving it. She was also sent copy of letter from Trustees to architect listing items deleted from his list after bids were received.

Need for coin-operated copier mentioned. Instructed to compile details.

Trustees' meetings of NELA annual meeting, October 4-7 announced
Adjourned at 1:10

Mary Anna Tien,
Secretary Pro Tem.

TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

Meeting: September 26. Noon at Favreau's Restaurant

Present: E. Mitchell, J. Edwards, R. Muenzberg, H. Madore. M. Tien

There was no secretary's report due to absence of secretary.

Treasurer's Report

Expenses for August were \$3,350 compared with \$4,196 for August 1966. Total expenses for Jan-Aug this year were \$32,968; for the same period in 1966 expenses totalled \$28,714. At the end of August the Trust account had a cash balance of \$12,522.62 with \$9,632.74 left in the Town Appropriation.

Fines for August were \$179.09 compared with \$148.58 in August 1966. The total this year is \$16 less than for the first 8 months last year.

The librarian read a letter from Marc LePain, formerly a lay teacher at Notre Dame and now a student at Fordham University, that expressed appreciation of library film services and especially commended Mrs. Constantine for her assistance in planning programs used in his teaching.

The 3 day Library Executive Development Institute to be held at Amherst Oct. 17-19 will be without charge for those chosen by the Bureau of Library Extension to participate. The librarian said she had applied and the Board consented to her attending if she is selected.

Mr. Madore offered to stop in to make suggestions for building the case for the schooner donated to the library by George F. Webber who constructed it.

Furniture bids were discussed. It was decided to accept the bid of Adirondack for the sofa and lounge chairs. Paquette's will supply the desk chair for the librarian. While Paquette's had a low bid on tables, the legs were metal, not wood as specified. Decided to hold bid until Mr. Damian demonstrates a model table he thinks will be appropriate. Otherwise will accept all wood tables supplied by Killam of Marblehead after checking on his installation at U. of Mass. Library.

The gutter drawings were discussed at length. Mr. Madore suggested a wire connection to the snow-guards for added support. The librarian urged that trustees request that main floor carpeting be installed separately, if necessary, rather than wait until gutters finished. It was pointed out that services were seriously curtailed which handicapped work with students. She did not mention awkward working conditions for staff.

Meeting adjourned at 1 p.m.

Mary Anna Tien
Secretary pro tem.

MEETING OF THE BOARD OF TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

October 14, 1967

Jerome's Lounge, noon.

Present: E. Mitchell, R. Muenzburg, J. O'Shaughnessy,
M. Tien, Librarian.

Absent: N. Pioppi, J. Edwards, H. Madore and T. Lewis.

There not being a quorum present, a regular meeting was not held but a general discussion was had with relation to the repairs to the roof. Mr. Madore has gone to the Southbridge Roofing Company which submitted an oral bid of \$2300.00 and it means removing two rows of slate to properly anchor the gutters and put in the flashing. Mr. Madore has talked with Brittan who says that the Dailey bid was \$2,000.00 but was incomplete and therefore Mr. Brittan recommended the Southbridge Roofing Company.

Board of Trustees, Jacob Edwards Library

November 28, 1967

Noon, Favreau's Restaurant

Present: E. Mitchell, J. Edwards, R. Muenzberg, E. Lewis
M. Tien, Librarian.

Treasurer's Report: Expenditures through October were \$40,874 compared to \$35,876 for same period 1966. Of this amount \$5,440 was paid from Trust compared wto \$3,668 in 1966. Cash on hand from Trust Account is \$2,796.82.

Fines for October were \$197.52 compared with \$179.60 for 1966. Totals for 10 months of '67 and '66 respectively are \$2,193.95 and \$2,185.69.

There was no Secretary's report.

Recommended that December meeting be no later than December 19 in order to prepare budget for presentation to Town.

out (Use of Trust Income discussed - whether to hold part in reserve for large expenditures or use it all to reduce town's contribution. Voted to build up a reserve as has been customary in past.)

Will go ahead with installing gutters and downspouts so that carpeting can be completed.

1968 budget recommendations presented by librarian and discussed. Added full time janitor needed. Present janitor working 45 - 48 hours a week although not required to work more than 37½. Librarian asked to look into possibility of compensating him for overtime. Also asked librarian to verify whether part time high school pages covered by state minimum wage law.

Trustees suggested that old office furniture be replaced as possible.

Budget request for new vacuum cleaner (in addition to present one) ~~xxxxx~~ might be put into new building account. If possible, librarian asked to advertise for bids in accordance with federal regulations. She will check with Burt. of Library Extension to see whether can be included as new building equipment.

In view of letter from Bur. of Library Extension regarding completion of building project, librarian reported that she had checked with Mrs. Flynn whether partial use of new facilities jeopardized our federal aid. Was informed that building will be considered completed when carpeting completed. Funds not jeopardized.

Mary Anna Tien, Librarian
Secreta y Pro-tem.

CC: Dr. Pioppi

MEETING OF THE BOARD OF TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

DECEMBER 18, 1967

Favreau's Restaurant - 12 Noon

PRESENT: Mr. Madore, Mr. Muenzberg, Mr. Lewis, Mrs. Tien and Attorney
John J. O'Shaughnessy

The Secretary's report of the last meeting was read and was accepted as read.

The Treasurer reported that the expenses for the year to date were \$44,573.00 as compared with \$38,950.00 for the year 1966 to this date. From the Trust, the sum of \$6,611.00 has been taken. The fines for November amounted to \$263.66 as against \$173.89 for the month of November 1966. For the year to date a total amount of fines collected \$2,457.61 and for the same period in 1966 the collection of fines amounted to \$2,359.58.

There is remaining on hand in the trust account at the present time \$6,972.00 and there is \$1,134.00 on hand now in the town account. In 1967 to date there had been \$37,962.00 received from the Town as against \$35,014.00 from the town in 1966 for the same period. To date there have been payments of \$248,397.00 on the building against the estimated cost of \$268,000.00. The furniture, the draperies and gutters are yet to come and there is \$960.00 set aside for the gutters and there is \$3,000.00 remaining to be paid the general contractor.

There was a general discussion about the present condition of the building and it was agreed that the heating contractor should be contacted to show people at the library how to handle the heating system. They followed the general discussion of the 1968 budget and it was voted approved as submitted by the Treasurer.

The meeting adjourned at 1:30 p.m.