

JACOB EDWARDS MEMORIAL LIBRARY

BOARD OF TRUSTEES

Regular Meeting
January 23, 1968

Favreau's

12 Noon.

PRESENT: E. V. Lewis, Jacob Edwards, Ellsworth Mitchell,
Robert Muenzberg and John J. O'Shaughnessy

INVITED: Mary Anna Tien, Librarian, present.

ABSENT:

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

Mr. Mitchell reported that there was \$249,229.00 paid
to take on the building and the estimate to complete
the costs are \$262,700.00 which included an amount for
reserves. The \$262,700.00 includes about \$3,300.00 owed
to Mrs. Daley, the general contractor. The heating
contractor has been down and spent a day with Mr.
Lewis and Mrs. Tien going over the heating system
and making recommendations as to its most efficient
operation.

A general discussion took place with regard to proposed
pay raises and Mr. Muenzberg moved that Mrs. Tien,
Mrs. Petrelli, Mrs. Constantin and Mr. Savary be given
the 4% across the board raise plus a merit raise.
Mr. Lewis, the Treasurer, was to recommend to the
finance committee this vote before the Annual Town
Meeting.

Mrs. Tien reported that Mrs. Flynn has given the okay
to use the new area even though it has not been official
accepted. John J. O'Shaughnessy moved and Mr. Lewis
seconded the motion that Mr. Muenzberg be appointed to
confer with Dr. Monroe and the medical society about

PAGE 2

books for medical studies for high school students. It was also voted that Mr. Lewis, Mr. Madore, Mr. Mitchell and Mr. O'Shaughnessy act as a sub-committee to see to the finishing of the building.

It was also voted to change the meeting place and date from Favreau's Restaurant at Noon to the Library at 5:15 p.m., and it was further voted to have Mr. Muenzberg to act as temporary chairman of the Board.

The meeting adjourned at 1:45 p.m.

John J. O'Shaughnessy

MEETING OF BOARD OF TRUSTEES

February 27, 1968

Meeting held in the Library at 5:30 P.M.

Present were Chairman Robert Muenzberg, Mrs. Nerio Pioppi, and John J. O'Shaughnessy. Mrs. Tien was an invited guest.

It was determined after several minutes delay that there was no quorum present and the meeting would therefor not be an official meeting. But at the request of the Chairman, the Secretary read the minutes of the January 23 meeting.

Mr. Muenzberg then discussed the matters that were taken up at the meeting held with the heating contractor and also other steps that had been taken in connection with finishing the contract for the drapes and the correction of the crash hardware on the Foster Street door.

Following this, there was a considerable discussion on the Dr. Pioppi Memorial Shelf to be donated by the Southbridge Medical Society. The matter was left to a final determination before a meeting of the directors at which a quorum would be present.

Mrs. Tien commented that the snow guard on the roof came off with the first snow. She also reported that the pre-school story hour was being very well received and well attended. She also commented on the fact that the meeting room had been used by Catholic Charities for an interesting and instructive talk on adoption and the Young Women's Club has also used the meeting room and also the League of Women Voters. She also reported that Mr. Zuis donated \$25.00 to be used for the purchase of additional children's books in the children's library.

The meeting adjourned at 6:05 P.M.

John J. O'Shaughnessy, Secretary

Meeting of the BOARD OF LIBRARY TRUSTEES, March 26, 1968

Place: Library, 5:15 p.m.

Present: Mrs. Pioppi, Mr. Muenzberg, Mr. Mitchell, the Librarian

Treasurer's Report: Expenses for the first two months of this year are \$8,716 compared with \$8,166 for the same period, 1967. Trust balance is \$3,366. Fines collected for February were \$218 compared with \$234 a year ago. For the first two months fines total \$477, \$22 more than for the same period last year.

Payments on the building project total \$256,715 which includes the unexpected sum of \$850 for finance charges on the bond fund borrowed by the town. The total estimated cost is \$260,246. The estimated cost to the town is \$145,000, less than the money appropriated for the new building.

Chairman's Report: The heating system is still not satisfactory. Mr. Edwards was called in to correct an emergency. His workman found a broken piece in the new furnace that had to be replaced. The air-intake heater has been repaired. However it is not being used until the janitor can coordinate it with the heating system. At present the building overheats when it is turned on.

Mr. Muenzberg will discuss the Medical Society funds in memory of Dr. Pioppi with Dr. Monroe. Mr. Mitchell will discuss the memorial gift of the Italian-American Veterans with Mr. Rischitelli. The various uses for these funds were brought up. The librarian has started a card file for appropriate books for purchase.

It was suggested that the librarian make a list of equipment and furnishings needed with approximate costs.

Librarian's Report: Building use is almost capacity. Circulation figures are still not as good as during the peak year 1965, but in-building use, reference work, and interlibrary loan services have greatly increased.

The meeting adjourned at 5:55.

Mary Anna Tien
Secretary Pro-tempore

MEETING OF THE BOARD OF TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

April 23, 1968

Jacob Edwards Memorial Library, 5:00 p.m.

PRESENT: R. Muenzburg, E. Mitchell, T. Lewis, J. O'Shaughnessy,
Mrs. Pioppi.

INVITED: M. Tien, Librarian.

The Secretary's report of the previous meeting was by-passed because it was not a quorum meeting.

The Treasurer reported that the expenses in 1968 to date come to \$12,907.00 as compared to \$12,364.00 for the same period last year. From the trust in 1968 so far there has been received \$14,653.00 and \$11,454.00 from the Town. The balance in the trust at the present time is \$2,718.00 and the Town account shows an overdraft of \$11,249.00.

Fines collected for the month of March 1968 are \$282.55 and for the same month last year \$245.93. For the year to date fines total \$760.21 as compared to \$641.46 for last year to date.

No changes have been made in the building funds since the last meeting. The chairman met with Mr. Robins the heating engineer who stated that the heating system is in good working order. Bill Cox of the Southbridge Coal Company was also present.

All switches and valves have been tagged. Service man's switch was installed as required. Paint is flaking off the walls in the girls rest room. Snow guards have fallen off and in one case fell on the shrubs.

The Secretary was instructed to make up a vote ratifying the action of the Trustees who only signed as three instead of a majority as required by the by-laws.

On a motion duly made and seconded, Mr. Muenzburg was elected Chairman of the Jacob Memorial Library, trustees. Mr. Mitchell moved and Mr. Lewis seconded the motion that both Mr. Mitchell and Mr. Muenzburg sign checks and withdrawals.

LIBRARIAN'S REPORT

Meetings attended by staff:

March 7, Mrs. Pioppi and I attended a meeting at Worcester library regarding centralization of library routines.

March 12, I participated in a Young Adult Book Review meeting at Worcester library.

Mrs. Petrelli attended a meeting of the Bay Path Library Club executive board.

Mrs. Little takes part in the monthly children's book review meetings.

April 24, I am scheduled for a meeting in Boston for the Massachusetts Library Association Scholarship Committee.

A note of thanks from the pages for their raise was read.

The Exchange Club will make a gift of a Freedom Shrine consisting of facsimiles of historical American documents to the Library.

There will be mounted in a free-standing display rack.

BUILDING:

Two bushes have already been broken by snow falling from roof. Several snow guards have been picked up from the yard and are in the librarian's office. Last week Ted Savary discovered toilet waste flowing from the library yard into the parking lot. Mr. Lewis had a rotorooter firm from Worcester come to clear any blockage. They worked all day Friday, April 19, and left no report of their findings. Either the bicycle rack should be moved to the entrance or a sign should be posted directing children to the parking lot. The sidewalk is often blocked with bikes. The flagpole was scraped, given a coat of lead primer, and a finish coat of aluminum paint on April 22. National Library Week 2 special film programs 1 for children, 1 for adults, scheduled for April 25.

JACOB EDWARDS MEMORIAL LIBRARY

BOARD OF TRUSTEES

June 25, 1968

Meeting held at the Library

PRESENT: Chairman Robert Muenzberg, Mrs. Nerio Pioppi,
John J. O'Shaughnessy and Mrs.

The Secretary's report of the meeting of May 28th was read and accepted by those present as correct. In view of the fact that there was not a quorum present, no formal votes or action was taken on any matter on the agenda at a general discussion of the library problems was held. Part of the discussion had to do with the time and place of a meeting. It was suggested that this be brought up at the next meeting in which there was a full quorum.

John J. O'Shaughnessy
Secretary

The meeting adjourned at 6:00 p.m.

JACOB EDWARDS MEMORIAL LIBRARY

BOARD OF TRUSTEES

Meeting in Library, September 24, 1968, 5:15 p.m.

PRESENT: Robert Muenzberg, Edgar Lewis, Mrs. Pioppi,
John J. O'Shaughnessy, Mrs. Tien

The secretary read the notes of the informal meeting of June 25, 1968 and a general discussion followed about the meeting date and the place. After a considerable discourse on the question, it was voted and decided to meet at the library at noon time on the fourth Tuesday of the month and to have sandwiches sent in from Sos's Central Spa. It was further suggested that prior to the meeting that the secretary contact the various Trustees to find out what their choice would be from the menu.

Treasurer's report

Expenses for the eight months ended August 31, 1968, amount to \$36,703, compared with \$32,968 for last year. Of the total spent this year, \$3,802 has been spent from Trust Funds and \$32,901 from the Town appropriation.

At the end of August, Trust Funds on hand amounted to \$4,803 and the unexpended portion of the Town appropriation amounted to \$14,280.

Fines for the month of August amounted to \$147.65, which compares with August of last year of \$179.09. Fines for the eight months of this year totalled \$1,962.12, compared to \$1,834.76 for last year.

With respect to the building alterations and additions, all invoices have now been received and result in a total cost of \$259,729.81. All of this amount has been paid with the exception of \$393.20, which has been withheld from the general contractor, T. A. Daley and Sons, Inc. The Town's portion of the total cost of this project amounts to \$144,387.25. The original Town appropriation for this undertaking was \$155,000.

With respect to the Federal Grant of \$50,000, of which \$45,000 has been received, a Report Form for Completed Project was filed with the Bureau of Library Extension of August 16, 1968. This report should initiate the procedures necessary to provide the final fiscal audit by the State and the payment of the final \$5,000 of the government grant.

Chairman's Report

The chairman reported that bidders advertised for tables and chairs and that the Jules Goodo Inc. was the low bidder and the tables and chairs were ordered August 1 and should arrive shortly. This is for the room which is being outfitted in memory of our late chairman, Dr. Nerio Pioppi and the cost of the tables and chairs will be paid for by contributions of a group known as friends of Dr. Pioppi.

The Southbridge District Medical Society is raising funds for a medical library in his honor and a contents of a letter from Dr. Roger E. Allen who is the secretary-treasurer of the Southbridge District Medical Society was read into the minutes.

On February 20, 1968, the members of the Southbridge District Medical Society voted unanimously to establish the Dr. Nerio Pioppi Memorial Library Fund. Because of the late Dr. Pioppi's great interest in the library, it was hoped that this fund would be used to form a nucleus of books devoted to the Bio-Medical Sciences.

A total of \$500.00 has been contributed and a check for that amount has been presented to the Jacob Edwards Memorial Library to be used at the discretion of the Trustees.

The Chairman further reported that all of the snowguards have fallen off the ruff. He further commented that the reason for the condition arising in this fashion appeared to be both the installation of the snowguards in that they were not properly taken down to the ruff and when any pressure was applied against them they slipped out of the slates and fell to the ground. Mr. Muenzburg agreed to notify James Britton the architect

September 24, 1968

-3-

again that unless the snowguards are properly installed that the trustees will undertake to have them put in place properly and at the cost of this installation will be charged back to the contractor.

Librarian's report

The librarian reported that the book elevator has broken down but that she will contact Mr. Sargent of Germain Elevator Company of Worcester, Massachusetts to have it repaired. She also announced that \$1500.00 has come forward from the Robbins estate which was given in the name of Mrs. Robbins to be used at the discretion of the librarian and the trustees. After some discussion, it was agreed that this sum of money would not be spent until the provisions of the bequest have been checked legally and the towns position with respect to this gift is determined. Mrs. Tien further announced that on October 4, Louisa May Alcott Day, would be observed at the library in recognition of the 100th anniversary of the publishing of the booklet LITTLE WOMEN. She also stated that the building is being used considerably and the public rooms have been in great demand. After she informed the Trustees of a librarian's meeting at the Lamont Library in Harvard it was moved and voted to authorize her to attend and the expenses she would incur would be reimbursed by available funds from the library.

The meeting ajourned at 6:05 p.m.

John J. O'Shaughnessy
Secretary

Minutes of the TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

October 22, 1968. Noon. Pioppi Meeting Room, Library

Present: H. Muenzberg, E. Mitchell, E.V. Lewis, M.J. Pioppi,
the librarian

There was no secretary's report.

Treasurer's Report:

	Expenses to date	From Trust	From Approp.
1968	\$41,707	\$4,406	\$37,300
1967	36,525	4,201	32,323

Balance: Trust - \$4,203 Approp. - \$9,880 Repl. of Equip. - \$112.78

	Fines: Col. Sept.	Col. 1st. 9 months
1968	\$183.94	\$2,146.06
1967	161.67	1,996.43

Snow Guards: The chairman reported that an estimate for replacement of snowguards installed by Daley was \$100. While these were not mentioned in the specifications, they were shown in the building plans. Trustees agreed to install additional snow guards around perimeter of new wing to protect shrubbery.

New Thermostats: J. Edwards advertised for bids to be opened at library noon on October 30. E.V. Lewis provided duplicate sets of plans.

Robbins Bequest: The secretary had told the librarian earlier in the day that in order to use the Robbins Bequest, the fund would first have to be accepted by the town at a meeting. He will write an article for the warrant of the December Special Town Meeting.

The list of additional furnishings recommended by the librarian was discussed. Desks, typewriters, typewriter tables are to be provided for in the 1969 Replacement of Equipment budget.

The librarian reported that several 5th and 8th graders had come to the library for instruction during the month and that 6th and 3rd grades, two each, had also come for orientation. Two coffee hours were conducted for teachers, one for grades 9 - 12, the other for grades 6 - 8, and

She also remarked on the use of the Pioppi Meeting Room and that on one day it had been scheduled for three separate events.

The meeting adjourned at 1:20.

Respectfully submitted,

Mary Anna Tien
Secy Pro-Tem.

JACOB EDWARDS MEMORIAL LIBRARY

BOARD OF TRUSTEES

Meeting in Library, November 26, 1968, 12:00 noon.

PRESENT: Robert Muenzberg, Edgar Lewis, Mrs. Pioppi,
John J. O'Shaughnessy and Mrs. Tien

The secretary report for the meeting of October 22, 1968 was read and accepted as read.

The treasurer reported that for the 10 months of 1968 the expenses were \$45,860.00 as compared with 40,874.00 for a similar period in 1967. Of this money, 5,270.00 came from the Trust Fund as compared to \$5,440.00 from the Trust Fund for this similar period last year and \$20,590.00 came from the Town appropriation as against \$35,433.00 for the same period of last year. The Town appropriation has been completely exhausted except for approximately \$6,600.00 which will be needed for salaries for the balance of the year. There is presently in the Trust a balance of \$3,342.00.

Fines for the month of October 1968 amounted to \$229.26 as against \$197.52 for October of 1967. For the year to date the fines total \$2,355.34 as against \$2,193.95 for the similar period in 1967.

The treasurer further reported that there is a balance of \$393.20 owed to the Daley Construction Company.

Mr. Mitchell has been after Mr. Britton to replace the faulty snow guards and has been informed that Mr. Daley is going to take off \$100.00 of the bill owed to him because of the faulty snow guards and says that he does not feel that he is responsible for the entire defect because the roofer was not selected by him and was paid in full and is not interested in now doing anything to correct the situation.

It was moved that we split the bill 50/50 and back charge against Mr. Daley's balance of \$393.20. The 50% which we will assume can come out of the 11,000.00 left of the Town appropriation.

November 26, 1968
Library Meeting

-2-

There was a general discussion concerning the installation of two new thermostatic controls. It was brought out that when bids were asked for recently there were no bids that were received on time and after further discussion it was agreed that they should be re-advertised and certain contractors would be contacted to make a bid.

It was decided to meet on Tuesday, December 17, 1968 for the last meeting of the year and to prepare to open the bids for the new thermostatic controls at that time.

Mrs. Tien reported that the parking lot light timer wasn't operating properly but she succeeded in getting someone to replace the damaged one with a used timer which is operating satisfactory at the present time. It was also moved that the treasurer draw from the Town the Robbins Fund money which was accepted by the Town at last night's special town meeting and to put in into our own special savings account.

Mrs. Tien stated that she wished to use this money to be known as the Robbins program fund to bring in professional lectures for adult patrons of the library or for children programs that would run between 50 to 75 dollars each. After a discussion, it was voted that the Librarian be instructed to make recommendations to the Trustees for the use of this Fund from time to time and for special programs.

The Librarian informed the Trustees that there were four tables which were no longer in use or needed by the Library and after a brief discussion it was voted that the tables be declared surplus and that the Secretary be notified to notify the Board of Selectmen that the tables were available for disposition by the Town.

The meeting adjourned at 1:25 p.m.

JACOB EDWARDS MEMORIAL LIBRARY

BOARD OF TRUSTEES

Meeting in Library, December 17, 1968, 12:00 noon.

PRESENT: Robert Muenzberg, Jacob Edwards, Ellsworth D. Mitchell
Mrs. Pioppi, John J. O'Shaughnessy and Mrs. Tien.

The secretary's report for the meeting of November 26, 1968 was read and accepted as read.

The treasurer reported that for the 11 months of 1968 the expenses were \$50,399.00 as compared with \$44,573.00 for a similar period in 1967. Of this money \$6,276.00 came from the Trust Fund as compared to \$44,123.00 for this similar period last year and \$6,610.00 came from the Town appropriation as against \$43,056.00 for the same period last year. There is presently in the Trust a balance of \$7,341.00 and a balance of \$3,359.00 in the Town appropriation funds.

Fines for the month of November amounted to \$312.00 as against \$263.00 for November of 1967. For the year to date the fines total \$2,655.46 as against \$2,457.61 for the similar period in 1967.

The treasurer further stated that the Robbins fund had not yet been collected.

Mrs. Tien reported that the tables that were delivered are not acceptable.

Mr. Muenzberg, the Chairman, reported that Southbridge Roofing has advised that snow guards are in and will be put up soon. A bid for 2 new thermostats was opened at 12:30 p.m. The bid was from McKinstry's and was \$1,299.51. This was the only bid and after a motion duly made and seconded it was:

Voted that Mr. Edwards be authorized to inform the McKinstry Company that their bid had been accepted and it was further voted that the money for this expenditure be taken from the Trust Fund repairs and alterations account.

December 17, 1968

-2-

The Treasurer submitted a proposed budget for 1969 and discussed each item. After a discussion it was voted to increase the budget to include magazine racks and at a cost of about \$1,295.00.

It was voted to submit a budget of \$59,093.00 an increase of \$1,000.00 over last year.

The meeting adjourned at 1:20 p.m.

John J. O'Shaughnessy
Secretary