

JACOB EDWARDS MEMORIAL LIBRARY

BOARD OF TRUSTEES

Meeting in Library, January 21, 1969, 12:00 noon.

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

The Secretary's report was accepted as read for the previous meeting except with reference to Robbins.

The Treasurer's report

The Trustees considered the purpose of a reserve not to exceed \$15,000.00 in total for any unusual repairs or emergencies.

Mr. Muenzberg indicated that he spoke with Southbridge Roofing and they expect to commence this week on roof guards. McKinstry reported that circulators haven't come in as yet due next week.

Mrs. Tien mentioned that Mr. Zuis has retired as a voluntary aid to the library. The staff is going to give him a party. A letter has already been sent to him.

Mrs. Tien showed the Trustees the Rockwell Kent book plate for the Dirlam collection.

Discussion about proposed legislation to increase the per capita from \$.25 to \$.70. Some of the members are against this and it was agreed that those who were in favor could write to Representative Corriveau.

The meeting adjourned at 1:10 p.m.

JACOB EDWARDS MEMORIAL LIBRARY
SOUTHBRIDGE, MASSACHUSETTS 01550

POLICY REGARDING SELECTING AND WITHDRAWING PRINTED AND AUDIO-VISUAL MATERIALS

Purpose

The purpose of a public library is to supply informational, inspirational, and recreational material to its townspeople. By purchasing according to standards outlined below and by cooperating with the Central Regional Library System this library will provide such material in books, magazines, pamphlets, phonograph recordings, films, art prints, etc.

Purchasing

The purchase of books and related materials will be governed by their level of quality determined by the reputation of the author and publisher (and in children's works by the illustrator), the opinions of reputable critics, reviews in responsible media, and the judgment of the librarian within limits of the budget.

Local history and subjects of particular interest to townspeople will form important additions to the collection.

Controversial fiction will be purchased according to standards outlined above. Popularity alone will not determine purchase.

Both popular and unpopular points of view will be provided on controversial subjects. The library will not promote any single point of view, but will provide resources so that the reader may make his own decision.

Withdrawing

Worn out, out-dated, and discredited materials will be regularly

withdrawn from the collection. Controversial books will not be withdrawn at the request of groups or individuals as long as the books contain opinions of merit and meet an existing need according to competent critics and authorities.

Conclusion

The above statements conform to policies determined by the Committee on Public Library Standards, Public Libraries Division, American Library Association as published in Public Library Service, Chicago, 1956.

MEETING OF THE LIBRARY TRUSTEES, TUESDAY, FEBRUARY 25, 1969

Noon, Pioppi Room, Jacob Edwards Library

Present: R. Muenzberg, E. Mitchell, E.V. Lewis, M.J. Pioppi, M.A. Tien

Treasurer's Report

Expenses for January 1969: \$4,404.15. Twn: \$4,091 Trust: \$312
" 1968: 4,745.43 Twn: 4,547 Trust: 397
Cash on Hand. Trust: \$4,725 Town: (technical overdraft)
Fines for January. 1969: \$276.51 1968: \$269.02
Finance Committee granted the appropriation request
State audit on building renovation has been accepted.
Trustees agreed to release newspaper publicity when
funds are received by town.

Treasurer's Report

No report as the treasurer was snowed in.

Building Committee

Snow guards installed.

New thermostats installed. E.V. Lewis will examine them
before the bill is paid.

Librarian's Report

Sam Lambert, 4th grade teacher at Pleasant St. School, is
doing a popular story hour for grades 4 and up each
Wed. at the library. He came from his out-of-town home
to keep the schedule even during his vacation period.

Blue paint was smeared in the Foster St. lobby.

John Ferrara, a Sturbridge artist, gave the library a
framed silk screen print in black and white and an
unframed ink portrait of Cezanne. He had received a
letter of thanks from Mr. Muenzberg.

H1333 hearings in Boston on Wednesday. Librarian will
attend and present letters to committee from citizens
supporting increased state aid.

A written book selection policy was distributed for study.
It is hoped this will be adopted as policy at the next
trustee meeting. It is already the principle used by
the librarian in buying books.

The librarian will be out of town March 24-April 5. Trustees
suggested meeting on March 18. Mr. Mitchell will be
away at that time but agreed to proposed meeting date.

This library will be host in May for Bay Path Library Club.

Mrs. M.C. Chang, author, is working with librarian for
promotion of her new book, "Tales from Old China," to
be published March 31 by Random House.

Robbery at library the night of January 21 resulted in
about \$18 loot and little damage beyond a broken lock
on History Room door that has been repaired. Two back
first floor windows have been covered with grills.
Librarian to get estimate on protecting all first floor
windows with grills.

Librarian very likely will move on to another library end
of July when work here will be concluded. Offered help
in finding a replacement.

Respectfully submitted,
Mary Anna Tien
Secretary Pro tem.

JACOB EDWARDS MEMORIAL LIBRARY

BOARD OF TRUSTEES

Meeting in Library, April 29, 1969, 12:00 Noon.

PRESENT: Robert Muenzberg, Jacob Edwards, Edgar Lewis, John J. O'Shaughnessy and the Librarian, Mrs. Tien.

The Secretary's report of the meeting of March 18th was read and accepted as read. There was no Treasurer's report as the Treasurer was absent. Mr. Muenzberg reported that he wrote to Mr. Britton about the Foster Street steps. Mr. Britton in turn wrote to Mr. Daly the contractor and as a result learned that since the job had been accepted that Mr. Daly would not do anything. Mr. Edwards volunteered to call Mr. Dominic Marinelli to obtain the cost of fixing the steps and if the estimate is under \$100.00 he will tell him to go ahead. The boilers were checked by Mr. Lewis and found to be fine and in good working order.

The book selection committee, who is the Librarian, presents written proposal of book selection policy to the Trustees. See the written proposal which is attached hereto and made a part of this report by this reference.

The Librarian will give us at least three (3) months notice before leaving. The Librarian claims that the Library could coast for at least a year, under the present set up.

The old microfilm bill -- Mrs. Tien told the film man to do part of the work but he went ahead and did all of it and billed the Library for the entire amount. Mrs. Tien reported that she will invite the film man to one of our meetings.

The Southbridge Flower and Garden Workshop will decorate the Library for the Bay Path Library Club Meeting.

The meeting adjourned at 1:15 p.m.

John J. O'Shaughnessy
Secretary

Meeting of the Board of Library Trustees

March 18, 1969. Noon. Library

Present: R. Muenzberg, M.J. Pioppi, E.V. Lewis, and Librarian

Since there was no quorum, trustees discussed library matters without taking any action.

Items discussed:

Foster street steps which are in poor condition. Jib Britton to be asked whether repairs possible under contract guarantee.

Problems with old boiler in furnace room.

Two large ground floor windows in back of new wing to be covered by metal grills, work to be done by F.A. Laliberte.

Necessity of adopting a written book selection policy.

Mary Anna Tien
Secretary pro tem.

JACOB EDWARDS MEMORIAL LIBRARY
BOARD OF TRUSTEES

Meeting in Library, May 27, 1969.

PRESENT: Robert Muenzberg, Mr. Lenti, E. Mitchell, E. V. Lewis, Mrs. Pioppi, M. A. Tien and John J. O'Shaughnessy.

The Secretary's report of the meeting of April 29, 1969 was read and accepted as read. The Treasurer's report was also read and accepted as read.

Mrs. Tien indicated that she had written to Wenco Mfg. Corp. in regards to the table which were purchased. She further stated that a complaint was made as they weren't the same tables as she ordered. She hopes to have an answer shortly.

It was mentioned that on June 3rd there will be an art exhibit to be presented by Mrs. Jean Burnham. The Women's Club donated 4 circulating art prints. The Electrician's mentioned that some parts need replacing in the elevator. Mr. Lewis will call Mr. Germaine to get an estimate about repairs and also about rebuilding it so that a truck can be rolled in. She discussed the new library legislation and says that about 10 colleges will give library courses but they aren't accredited. She thinks Suminors colleges have some sort of monopoly.

Mr. Muenzberg and Mr. Mitchell met with the Board of Review about establishing a new category for librarians. It was suggested that they meet with the Personnel Board when formed and submit to the Annual Town meeting.

Bay Path Day -- attended by about 90 librarians and the chairman was terrific. The meeting was good and many compliments were made.

The Meeting adjourned at 1:07 p.m.

MEETING OF THE LIBRARY BOARD OF TRUSTEES June 24, 1969

At the library at noon.

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

There was no secretary's report.

Treasurer's report: Expenditures to date are \$26,099 compared with \$22,861 for the same period in 1968. \$2,617 was used from Trust and \$23,482 from town appropriation.

There is a balance of \$5,962 in the Trust account and \$22,556 in the town appropriation.

Fines collected in May amounted to \$310.65 with a total for 1969 of \$1,295.33. For 1968 comparable figures are \$292.11 and \$1,373.81.

Building: Foster Street steps were repaired for \$475 by Nazo Bros. of Plainfield, Conn.

Brodart reported that their bid on the magazine storage shelving did not include installation. Trustees voted to have Ted Savary install shelving which is due in early August.

A fire outside the library in uncollected debris was discovered by police. Highway Department needed much reminding to collect waste on a regular basis.

The elevator is shut off until repairs can be made. Mr. Lewis contacted several persons who were not interested in doing the job. Germain and Company of Worcester will come in for an estimate.

Librarian reported that the Foster Street door lock needed repair again which Mr. Szydluk did on Monday.

Librarian's report: After about three years of overtures Puerto Rican children are coming to the library and bringing newly arrived friends.

A tape cassette player, gift of the Young Woman's Club, was demonstrated as a story-telling device for the Children's Room. Used with books it can be a recreational toy for most children or to help Spanish-speaking children learn English. One story tape in Spanish will be bought as well.

A \$75 gift from the Community Services Department of the Southbridge Woman's Club was used for more prints for the circulating collection. These were bought at the Worcester Art Museum at a special member's discount sale.

Mothers letting their children out of cars on Foster street across from the library entrance are creating a traffic hazard. Widening the entrance to the library parking space ought to provide a drop-off area without danger to children.

The librarian submitted a resignation effective early September as a job with the Connecticut State Library service center in Middletown was accepted. Library schools, Bureau of Library Extension, friends, already contacted about the vacancy in Southbridge. Trustees agreed to advertise in library periodicals and NYT which librarian will take care of. Resignation accepted. Librarian will enthusiastically recommend this position and remarked on the very rich and wonderful 14 years here.

Mary Anna Tien
Secretary pro tempore

BOARD OF TRUSTEES, JACOB EDWARDS MEMORIAL LIBRARY

MEETING

Noon, September 9, 1969 at the Publick House

Present: Mr. Muenzberg, Mrs. Pioppi, Mr. Lenti, Mr. O'Shaughnessy,
Mrs. Tien.

The secretary's report was read and accepted.

Temporary part-time professional assistant: Mrs. Richard Canavan, Sturbridge, a graduate of School of Library Science at Simmons, will catalog adult books and assist at desk about nine hours a week for \$3.00 an hour. This is based on minimum salary for S10 job classification. It was so voted.

Acting librarian: Mrs. Petrelli so appointed and raised to S8 salary classification until a permanent librarian is appointed at which time Mrs. Petrelli will revert to S6.

Microfilm bill for Southbridge newspapers: Librarian wrote to John Curtin, president of Graphic Microfilm, that trustees want to meet with him to discuss balance of bill for which a credit had been issued. It was suggested that the \$20 balance in the Quinebaug Hist. Society Microfilm fund could be applied as well as the \$181.36 balance in the Friends of Dr. Pioppi fund.

Building:

Elevator still out of order.

Pioppi Room should be painted with good quality semi-gloss in 1970

Carpeting should be commercially cleaned in 1970

Storm damage 9/7/69

Wool carpeting not installed with water-proof adhesive.

Consequently carpeting is curling and shrinking.

Heat and fans are being used to dry it. Trustees consented to rental of dehumidifier for one month at \$50 from

Camosse Brothers, Auburn.

Mr. Lenti suggested that he and Mr. Lewis will correct the water drainage from the roof intensified by the funnel effect formed where the roofs of the old and new wings join together.

Summer library programs

United Nations Reading Club, with junior and senior sessions, was well attended. Adults who had lived abroad discussed their experiences in foreign countries as children. They were thanked by letter by Mrs. Little and Mrs. Tien.

Scottish exchange visitors had a special party at the library on July 21.

Book repair workshop, conducted twice a year for library pages, was also attended by non-library persons as is usual.

Book Week: Herbert Hosmer of Lancaster will give a puppet show on Nov. 19 at the library. Admission will be by free tickets issued from children's room with audience limited to 150. Program to be financed by Robbins Fund.

Librarian reported that she had written the new Personnel Board about the advantages of giving permanent part-time workers vacation and sick leave benefits in proportion to the time worked.

Also suggested several women who would make good trustees should the need arise. They are Mrs. Louis Simon, Mrs. Ralph Monroe, Mrs. Dana MacDonald, Mrs. Howard Boal (a former librarian).

She reported that she had written a library history from records in the library back to 1832. One copy is in the history Room and one will circulate.

The trustees were thanked for their support and encouragement over the past fourteen years and for the freedom given to the librarian in developing services. The reception last Sunday hosted by trustees and staff and the gifts from them were generous and received with affectionate appreciation. She expressed envy of her successor who will enjoy years of lively service under the warm and spirited guidance of the board of trustees and cooperation of the exceptionally fine staff.

Mary Anna Tien
Secretary pro tem.

BOARD OF TRUSTEES, JACOB EDWARDS MEMORIAL LIBRARY

MEETING

Noon, October 28, 1969 at the Library

Present: Mr. Muenzberg, Mrs. Pioppi, Mr. Mitchell, Mrs. Petrelli

Since there was no quorum, trustees discussed library matters without taking any action.

Items discussed:

Elevator is still not in working order

Window wells: R. Lenti has done some work on this and has a report on his findings.

Magazine shelving: all parts have not been received for installation.

New Librarian: Mr. Muenzberg reported that Mr. Lenti, Mr. Mitchell, Mr. O'Shaughnessy and he met with job applicant, Mr. H. Hall; but delay in receiving references is holding up further action.

Southbridge Parking Commission would like to install meters in the library lot.

Rewriting job description of J. Lajeunesse's duties to consider new classification.

The trustees present agreed to raise Joanne Ranslow's hourly wage to \$2.00 an hour retroactive to September 8, 1969, according to the approval received from Personal Board dated September 23, 1969. She may work up to twenty hours a week.

Evelyn Petrelli
Secretary pro tem.

PRESENT: Robert Muenzberg, Mr. Mitchell, Mr. Lenti, Mr. John O'Shaughnessy and Mrs. Petrelli.

The October meeting did not consists of a quorum, so therefore there was no business transacted.

The Treasurer reported that the expenses for the year to date were \$49,003. as compared to \$45,860. for the year 1968. Of this amount, \$7,283. came from the Trustee account as compared to \$5,270 for 1968. The Town's contribution for the year to date is \$42,097. as compared with \$40,590. for 1968. The unexp. Town appropriation is \$3,407. Fines for the month of October is \$212.66 as compared to \$209.10 for 1968. Fines for the year to date \$2,284.74 as compared with \$2,355.74 for 1968.

There was a general discussion about the lower windows and the water condition. Mr. Muenzberg suggested that the correctional work be done and charge it to the Trustee account or submit it to the next meeting. Mr. Muenzberg also reported that Mr. Lewis says that the electric equipment is too far gone and he is getting a figure to refurbish the elevator. The magazine shelving is now completed and Mr. Ted Savary has submitted a bill for \$44.00.

Discussions took place with reference to the procuring of a new Librarian and Mr. Muenzberg made reference of Howard Hall. At the conclusion of the discussion it was moved and seconded that the offer of the job be withdrawn.

Mr. Muenzberg also reported that he has had a talk with Attorney Michael Morrill of the Parking commission with reference to metering the Library parking lot and after a general discussion among the Board members it was agreed that the Chairman write to Mike Morrill that the Board has no objection to metering the parking lot provided that if the Library needs it later that the Town remove the meters at the Town's expense.

There was a general discussion of wages and the 12% cost of living increase and across the Board increases in classifications. There was a motion made and seconded to ratify the action of Mr. Mitchell, Mr. Muenzberg and Mrs. Petrelli was taken before the personnel board with reference to the wages as they will appear in the annual budget. It was voted to hold the next meeting on December 16, 1969 and the meeting adjourned at 1:10 p.m.

John J. O'Shaughnessy

JACOB EDWARDS MEMORIAL LIBRARY -- BOARD OF TRUSTEES -- DECEMBER 16, 1969

PRESENT: Robert Muenzberg, Mr. Mitchell, Mr. Lenti, Mrs. Pioppi, and Mrs. Petrelli.

The Secretary's report was read and accepted.

The Treasurer reported that the expenses as of November 30, 1969 were \$54,009. as compared to \$53,399, in 1968. Of this \$8,309. was paid out of Trust as compared to \$6276. in 1968, and \$45,700. was paid by the Town, as compared to \$44,123. in 1968. Cash on hand was Trust \$7211., and in Town funds \$1245. plus \$312. in replacement of equipment account. The fines for November 1969 were \$200.18 as compared to \$293.15 in 1968. For eleven months in 1969 \$2485.42 was collected as compared to \$2655.46 in 1968. The report was accepted.

Mr Muenzberg reported that Mr. Lewis had Henry Madore look at the windows in the Children's Room in relation to submitting an estimate on work that is needed; but an estimate has not been received from Mr. Madore as yet. The figure of around \$3,000.00 was given by Mr. Laliberte, for the job.

Mr. Muenzberg reported that a certified letter was sent to Mr. H. Hall withdrawing the job offer to Mr. Hall, and a signed receipt of delivery received. Mr. Muenzberg has written to two other prospects, but no answers have yet been received. Mr. Muenzberg has received a written report from the Personnel Board, but another meeting with the Board is planned, so that salary figures are still not definite.

Mr. Mitchell went over the 1970 proposed budget. Figures were approved on everything except the salaries; which will have to wait until agreement with Personnel Board is worked out.

Mr. Mitchell asked if the two separate Pioppi accounts could be joined to simplify the bookkeeping. After discussion, it was ~~Moted~~ voted to transfer what funds were left in the Pioppi Memorial Fund to the Maintenance account, to be used towards painting the Pioppi Meeting Room in 1970. The friends of Dr. Pioppi Fund is to be used only for purchase of books for the Pioppi Medical and Biological Collection. Meeting adjourned 1:20 p.m.

Evelyn A. Petrelli
Secretary pro-tem