

BOARD OF TRUSTEES met at the Library January 26, 1971 at 12 o'clock noon.

Present: Mr. Muenzberg, Mr. Mitchell, Mr. Lenti, Mrs Pioppi, Mr. DiGregorio, Mr. Lewis, Mrs Petrelli and Mr. Aylward.

Secretary's Report was read and accepted.

Treasurer's Annual Report was read and accepted. Mr. Mitchell reported that the bill for the children's room shelving did arrive before the end of the year and was paid in 1970.

Mr. Lenti reported on the elevator. The men have commenced the work and should be completed by early next week.

Old Business

By Law revisions were reported by Mr. Mitchel. After reviewing and discussions of the by-laws, a motion was made to cancel the by-laws adopted June 13, 1934, and all ammendments there to. The motion was carried. A motion was made and seconded to accept the revised by-laws as of January 26, 1971. The motion was carried. A copy attached; becoming a part of these minutes.

Mr. Aylward was welcomed and will begin his duties as Head Librarian as of February 8, 1971.

New Business

Mr. Mitchel recommended that the Library regulations as of June 13, 1934 be reviewed and updated. Referred to a future meeting.

Mrs. Petrelli reported that the childrens room bookshelves have been installed and are in use.

The pages salaries were discussed and Mrs. Petrelli recommended that a higher step increase be added. This was referred to at the next meeting.

Mr. DiGregorio will again look into the matter of getting rock salt from the Highway Department.

Meeting adjourned at 1 p.m.

Respectfully submitted
M.J.Pioppi
Secretary pro-tem

BOARD OF TRUSTEES met at the Library March 23, 1971 at 12 o'clock noon.

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

Secretary's Report was read and accepted.

Treasurer's Report was read and accepted.

Old Business:

A legal notice was published in the Evening News on March 4, 1971 that bids for the Foster Street Library steps and wall repairs would be opened at the Library at noon on March 22, 1971. Only one bid was received from Santullo and Company for \$1,945.00. The Board decided to reject this bid after Mr. Lewis said that after further study he believed these specifications would not do the job required. He suggested that the Board inform Mr. James Britton of the poor condition of the steps caused by faulty workmanship and/ or faulty materials when they were originally built. Mr. Muenzberg suggested writing Joseph Gnazzo and Company asking them to come back and inspect the work they did of repairing the steps in June 1969, and hopefully that they will feel morally obliged to correct the work as it was not done well. This will be done.

Mr. Lewis said he would check with Mr. Lenti on the progress of getting the sides of the elevator shafts enclosed.

Mr. Lewis informed the board that on close inspection of the entire exterior brick work of the building he felt the mortar was of poorer quality on the addition than on the original building. He advised having this siliconed for water proofing to prevent damage at a future date. It was suggested that Mr. Gnazzo be asked for a price on this at the same time he checks on the steps; and the matter be continued to a future meeting.

Mr. Lewis announced that he had been reappointed by the Board of Selectman to a new term to run until 1974.

Mr. Muenzberg informed the board that he has asked the Regional Recruitment Officers to advertise our opening for librarian and they have all informed him that we will be listed. Advertisements for a head librarian have also been sent to American Libraries, Library Journal, and Wilson Library Bulletin. Central Massachusetts Regional Library Newsletter will also list the opening.

Mr. Muenzberg announced that the library has been certified to receive the 1971 state aid grant, with the approval that was given by the Bureau of Library Extension.

The Bureau has also asked the board to appoint either the chief librarian or a library trustee to the Central Regional Advisory Council, and the board appointed Mrs. Petrelli to become their delegate.

Mrs. Petrelli announced that Mr. David T. Sheehan, Regional Administrator had visited the library and had been helpful with ideas for taking inventory. Plans are being formulated for a complete adult inventory to be taken on April 19, 1971, when the library will be closed to the public. All the staff and pages have shown full cooperation and Mr. Muenzberg has offered to provide ~~them~~ a lunch sent ⁱⁿ for the pages that day to show the board's appreciation for their loyalty.

Mrs. Petrelli suggested the Board consider the purchase of a duplicator. Action was postponed until the librarian can look into possibilities of other town departments having a duplicator we could use.

Meeting adjourned at 1:20 p.m.

Respectfully submitted
M.J. Pioppi
Secretary pro-tem

BOARD OF TRUSTEES met at the Library April 27, 1971 at 12 o'clock noon.

Present: Mr. Muenzberg, Mr. Mitchell, Mr. Lewis, Mrs. Pioppi, Mr. Lenti,
Mr. DiGregorio, and Mrs. Petrelli

Secretary's Report was read and accepted.

Treasurer's Report was read and accepted.

BUILDING: The Joseph Gnazzo Co. would do nothing to repair the Foster Street steps. The repairs had been re-advertised for bids with the bids to be opened April 30, 1971, at noon at the Library. Prices have been sought to silicone the outside of addition of the building. Mr. Lewis reported that Mr. Colognessi ^{at the} will be here soon to give us a price on closing in the sides of the elevator.

OLD BUSINESS: Mrs Petrelli reported that inventory was much more time consuming than planned on, but that all the main floor had been finished by Tuesday noon, April 20. The lower stack is now finished and the balcony expected to be finished in a day or two more. The cooperation of the staff and pages was gratifying.

NEW BUSINESS: Town has a new Purchasing Agent which Mr. Muenzberg, Mr. Mitchell, Mr. DiGregorio, Mrs. Petrelli and Mrs Constantine met at a meeting held last night, April 26, 1971. We will now purchase our supplies under the new regulations.

Trustees voted to spend approximately \$27.60 for plywood panels, plus the cost of paint, for the Junior Summer Reading Club to paint mural panels for the Children's Room, Main Street wall over the book cases.

Respectfully submitted
Evelyn A. Petrelli
Secretary pro-tem

Meeting of the Board of Trustees

JACOB EDWARDS MEMORIAL LIBRARY

June 29, 1971

The meeting of the Board of Trustees of the Jacob Edwards Memorial Library was held in the Pioppi Room of the Library at 12:00 noon.

Those present were: Robert B. Muenzberg
Edgar V. Lewis
Ellsworth Mitchell
John J. O'Shaughnessy, and
Acting Librarian Mrs. Evelyn Petrelli.
Mary Jane Pioppi, Albert DiGregorio

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

Under the Treasurer's report, the Expenses to date in 1971 were \$28,096.00. For the same period in 1970 the expenses to this date were \$25,163. Of these expenses, \$5,202 came from the Trust Account and the balance from the Town Account.

The April expenses for 1971 were \$6,695 and for April of 1970 the expenses were \$4,483.

The fines collected for the month of May, 1971 were \$233.41 and the fines for the month of May, 1970 were \$263. To date, fines collected amount to \$1,298, and for the corresponding period of 1970, the fines amounted to \$1,595.59.

Under the heading of Old Business, Mr. Lewis reported that he had received no information from Mr. Colognesi on the elevator. It was suggested that Mr. Henry Libuda be contacted on this problem also.

President Muenzberg read a letter from the Bureau of Library Extension. From the letter it appears that our Library is certified with a reservation, the reservation being that we have three (3) years in which to select a qualified head librarian in order to continue our qualification for receiving State Aid.

Mr. DiGregorio presented a picture of an unusual lamp to which is attached certain stuffed animals, and this lamp has been offered to the Library by Mr. Gene Gregoire of Southbridge. After some discussion it was voted to appoint Mr. DiGregorio and Mrs. Petrelli to be a sub-committee to look into the matter of the acceptance of the lamp and to report on it at the September meeting.

The meeting adjourned at 1:05 P.M.

John J. O'Shaughnessy, Secretary

Meeting of the Board of Trustees

JACOB EDWARDS MEMORIAL LIBRARY

September 28, 1971

The meeting of the Board of Trustees of the Jacob Edwards Memorial Library was held in the Pioppi Room of the Library at 12:00 noon.

Those present were: Robert B. Muenzberg
Edgar V. Lewis
Mary Jane Pioppi
Albert DiGregorio
Raymond Lenti
Acting Librarian Mrs. Evelyn Petrelli

The Secretary's report was accepted as amended.

The Treasurer's report was postponed due to Mr. Mitchell's absence.

Building Committee:

Mr. Lewis offered suggestions to control flooding in the building addition. Discussion was held. Mr. Lewis and Mr. Lenti will look into the matter further.

The tree stand of stuffed animals was accepted by the board. A letter of thanks will be sent to Mrs. Gregorie. Mr. Savary will be asked to make a display case to enclose it before displaying in Children's Room.

Librarian: Discussion was held on the interview of candidate Robert Carter. It was voted to offer Mr. Carter the position at the top range of S-11. It was decided also to request the Personnel Board to raise the position of Librarian to S-12 range.

A letter was received from New England Merchants National Bank informing of changes in Trust Funds in relation to tax status. Mr. Mitchell will be given this information.

Mrs. Petrelli suggested increasing the pages pay from the top level of \$1.25 to one or two higher steps. A review will be made by the board, and consideration be made to include in 1972 budget.

Meeting adjourned at 1:10.

Respectfully submitted
Evelyn A. Petrelli
Secretary pro-tem

Meeting of the Board of Trustees

JACOB EDWARDS MEMORIAL LIBRARY

October 26, 1971

The meeting of the Board of Trustees of the Jacob Edwards Memorial Library was held in the Pioppi Room of the Library on October 26, 1971.

Those present were:

Pres. Robert B. Muenzberg Mr. Raymond Lenti Mr. Edgar V. Lewis
Mr. Ellsworth Mitchell Mrs. Mary Jane Pioppi Mr. John O'Shaughnessy
Acting Librarian Mrs. Evelyn Petrelli.

The Secretary's report of the previous meeting was read and accepted with some corrections.

The Treasurer read his report and indicated that expenses for the month of September, 1971 were \$44,277. Expenses for the month of September, 1970 were \$38,760.00.

The Expenses to date (Sept., 1971) were \$49,730 for 1971, as against \$44,854 for the same period in 1970. Of these expenses, \$9,370 has been taken from the Trust Account to date, as compared to \$5,711 for a similar period in 1970. Cash on hand in the Trust Account is \$3,449, and unexpended sums from the Town Account amount to \$14,878.

Fines for the month of September, 1971 were \$173.16 as compared to \$ for 1970. The fines for the year to date are \$2,039 as against \$2,134 for the same period in 1970.

Under the discussion for new Librarian, a motion was made by Mr. Mitchell and seconded by Mrs. Pioppi that we re-invite Mr. Robinson to come to work at the Library starting about January 1, at a salary of \$11,200. The Motion was carried.

Mr. Lewis and Mr. Lenti made a report about the flooding situation in the lower rooms of the Library. After a discussion, a Motion was made by Mrs. Pioppi and seconded by the Secretary, to authorize a sub-committee to spend up to \$200 for solving the flooding problem.

Under old business, representatives from the Trustees have talked with the personnel board of the Town of Southbridge regarding upgrading the salary scale for the Librarian in view of the fact that it was felt some difficulty in obtaining a new Librarian was due to the fact that the pay scale is not too attractive.

A further discussion was held about adjusting the salary of one of the assistants. This will come up at the next monthly meeting.

Mr. Mitchell indicated that some of the accumulated cancelled checks and statements might be disposed of so as to make more space available for more current instruments. He further said that he believed

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special permission to destroy old records which are of a public nature, or involving a public facility, had to be obtained from the office of the Secretary of State.

It was voted to instruct the Secretary to contact the appropriate party at the State House and determine what had to be done, by way of including this as a permanent record. The Secretary wishes to report that Mr. Andre R. Sigourney, Supervisor of Public Records, was contacted and on November 3rd a reply was received to the effect that permission was given for the Trustees to destroy records such as bank statements, cancelled checks and receipted bills which are no less than seven (7) years old prior to October 28, 1971.

We were also directed to preserve and not destroy any records prior to 1870. This is in accordance with a Statute of the General Laws, which was passed in 1962.

LIBRARIAN'S REPORT: The Acting Librarian reported that an Inventory of over ten years was made and it revealed that approximately 1,000 books had been lost, which for that period of time and for a community of this size, is considered to be not a substantial loss. She also reported that certain types of books disappear more readily than others, such as Witchcraft, Astrology and Judo.

The Acting Librarian also reported that the Adding Machine is in need of replacement, and that she was in need of a new typewriter. She further reported on attending Library Meetings and Seminars on Library work, and also asked for and received authority to go to Boston with one other member of the staff to attend the Book Fair.

The meeting adjourned at 1:10 P.M.

John O'Shaughnessy, Secretary

MEETING OF THE BOARD OF TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

November 23, 1971

The meeting of the Board of Trustees of the Jacob Edwards Memorial Library was held in the Pioppi Room of the Library on November 23, 1971.

Those present were:

Pres. Robert B. Muenzberg	Mr. Albert DiGregorio	Mr. Edgar V. Lewis
Mr. Ellsworth Mitchell	Mrs. Mary Jane Pioppi	Mrs. Evelyn Petrelli
Mr. John O'Shaughnessy.		

The Secretary's report of the meeting of October 26th was read and accepted as read.

The Treasurer reported expenses to date of \$54,721.00 as compared with \$49,354.00 for the same period of 1970. Of this sum \$11,406.00 came from the Trust Account and ~~46,914~~ from the Town. The Trust expenses for October 1971 were \$6,641.00. From the Town account there is \$11,367.00 unexpended. It was noted that there was no immediate need for a new typewriter and that the money might be better spent for an adding machine.

Fines for the month of October, 1971 were \$206.91 as compared to \$202.03 for October, 1970. To date fines have amounted to \$2,345.00 as against \$2,336.00 for the same period in 1970.

Mr. Lewis reported that he had seen Mr. Henry Libuda about the elevator and Mr. Libuda said he would repair it before the end of the year. He also talked with Mr. Oswald Laliberte about cleaning the roof and gutters of leaves and Mr. Laliberte stated that he would do this as soon as possible. He further reported that there is still a problem with closing the front door and he further stated that he will take up this problem with Mr. Lewis Morin. Mr. Lewis further reported that he had talked with Mr. Laliberte about the water problem in the Library but Mr. Laliberte indicated that he was not interested in performing this work so Mr. Lewis contacted Mr. Santullo who will in all likelihood do the work as soon as possible.

President Muenzberg reported that he had received complaints from Mr. William Swiacki about pine tree drippings on cars parked in his parking lot. It was voted to turn this problem over to Mr. Lewis and Mr. Lenti.

Under old business, President Muenzberg contacted Mr. RoBinton who stated that he couldn't come to Southbridge before June 1, 1972 and he has been informed that he would not be needed. Mr. Muenzberg reported that we are back in the advertising business again.

President Muenzberg further reported that he and Mr. Lenti appeared before the personnel board for the purpose of seeking to have them provide for a S-12 classification for the Librarian but a favorable response was not coming at this time. Mr. Mitchell reported that directions were given for the disposal of old bills and cancelled checks and on the basis of the approval given by the proper state officer Mr. Andre R. Sigourney Supervisor of Public Records, he moved that the bank statements, cancelled checks, and receipted bills from 1935 to October 28, 1964 be disposed of and the motion was carried. He then presented the 1972 operating budget which was discussed item by item. There was then a discussion on the increase of the pay for pages and it was voted to consider wage adjustments every six months. After some further discussion, a motion was made and carried that the 1972 budget be accepted as proposed subject to review.

The meeting adjourned at 1:45 P.M.

John O'Shaughnessy, Secretary

MEETING OF THE BOARD OF TRUSTEES
JACOB EDWARDS MEMORIAL LIBRARY
December 28, 1971

The meeting of the Board of Trustees of Jacob Edwards Memorial Library was held in the Pioppi Room of the Library on December 28, 1971.

Those present were:

Pres. Robert B. Muenzberg	Mr. Albert DiGregorio
Mrs. Mary Jane Pioppi	Mr. Ellsworth Mitchell
Mr. John J. O'Shaughnessy	Acting Librarian Mrs. Evelyn Petrelli.

The Secretary's Report of the meeting of November 23, 1971 was accepted as read.

The Treasurer reported the following:

Expenses for the year through November, 1971 were \$60,115.00
Expenses for the year through November, 1970 were \$54,112.00

The Trust contribution through November, 1971 was \$12,911.00
The Town's contribution through November, 1971 was 47,242.00

Fines for November, 1971 were \$209.61.
Fines for November, 1970 were \$229.30.

Total amount of fines collected through Nov., 1971- \$2,254.90
Total amount of fines collected through Nov., 1970- 2,567.80

The acting Librarian reported that the front door situation was still the same and that no one had come to remedy the problem, and that the water problem has not been solved either, but there was no damage resulting from the last rain storm.

The situation relating to the dropping from pine trees on our property onto automobiles in the Swiacki parking lot has been taken care of.

In the course of a general discussion, Mr. DiGregorio suggested that when the Pioppi room is repainted, that latex water-proof based paint be used instead of oil base as was applied in the beginning. He indicated that in his judgment the latex water-base paint would be less likely to chip and peel as now exists.

The Acting Librarian reported that the Library Journal, the American Librarian Directory and Wilson Library Bulletin have been sent advertisements for a new librarian. These advertisements haven't appeared as yet, so we have had no application.

The President reported that he received from the Bureau of Library Extension a report that a 37 1/2% increase for the grant in aid from the Commonwealth of Massachusetts will be given us. It appeared however that the 1972 grant will be the same as was received in 1971. The increase will take effect in 1973.

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The president further advised that he will make an appointment for a new meeting with the personnel board with respect to the salary situation.

As a result of a question from Mrs. Petrelli, the Board discussed the fuel contract and it was brought out that the contract with Southbridge Coal Co. called for a price per gallon of oil of about 3 to 4 cents greater than the price paid by the Town for other public buildings. The President was authorized to discuss this differential with Southbridge Coal Co., and to report back at the next meeting.

The Acting Librarian indicated that she would speak to Mr. Lewis about a new display case for the Gregoire gift.

The meeting adjourned at 1:25 P.M.

John O'Shaughnessy, Secretary

REPORT OF THE LIBRARIAN

We have made a few steps forward this year through increased use of the services of the Central Massachusetts Regional Library System. I regularly attended the Central Massachusetts Advisory Council Meetings and served on one sub-committee to draw up a plan for the region to apply for a Federal Grant under the Library Service and Construction Act, Title I for 1972, for service to the foreign speaking people of the region. A second, and separate grant for service to the blind and the handicapped has been applied for also. A Federal Grant given last year has been used by the Region for promotion and publicity. The Regional System would like more people in all seventy of the area's cities and towns to be more aware of the services available, all through your home town library. We continue to use their bookmobile, film, inter-library loan and reference services.

The Regional office also sponsored a Reference Workshop of four sessions in the fall to which about one hundred librarians attended. With this help and some judicious weeding in our reference collection, counterbalanced by some new additions, we hope to be better able to serve our patrons in reference work.

A complete inventory of the adult collection was taken in April, with a second and third check made during the summer. Most of the important missing books that are still in print have already been replaced. Our records have been cleared, and we now have a more accurate record of our holdings.

The Pioppi Meeting Room has had continued use by library programs and outside groups of the community. We especially enjoy class visits from the children, even down to the kindergarten and nursery age. Our pre-school story hour continues year round, and many of these non-readers are our more faithful patrons. Mrs. Little, Children's Librarian, conducts the program but we were pleased to have Mrs. Robert McMaster as guest "Story Lady" this last summer. From the fine attendance you wouldn't believe it was vacation time.

Summer Reading Club kept Mrs. Little and all the Children's Room staff busy during the summer. With the help of the Evening News and some very talented children we have acquired a mural panel that decorates our Children's Room. A chalk-in, film program, collages, and a drawing contest were other highlights that sparked a Junior Club on Mythical Beasts and a Senior Club on Art.

We have been happy to receive many, many gifts of books this year. Some of these, from a dozen books to nearly a hundred, have helped us greatly in replacing or duplicating our old standards. And lovely new books given in memory of loved ones on a favorite subject have added some choice volumes. The Southbridge Woman's Club has done this for many years, and all are gratefully received. A file on the memorial books we have been given is at the library if anyone should care to use it.

In the fall we received a fine display of stuffed animals and birds native to our area from Mr. Eugene G. Gregoire, given in memory of his father, Mr. Eugene N. Gregoire. It will be on display in the Children's Room as soon as a suitable display case has been built.

Two mending workshops were held at the library to which the public was invited. Student library assistants from the schools attended, but adults are also welcome.

During the past year the Board of Trustees has been actively engaged in searching for a qualified candidate for Head Librarian. Although no one has been located as yet, the Board is continuing its search and is hopeful of reaching its goal in the near future.

I wish to thank the Board and all the staff for their continued support.

STATISTICAL RECORD

Date of Founding	1871
Population Served	17,057
Days open during year	302
Hours open each week	63
Number of volumes January 1, 1971	40,861
Number of volumes added:	
Adult	1,282
Juvenile	<u>689</u>
Total	1,971
Number of volumes discarded and lost:	
Adult	1,804
Juvenile	<u>452</u>
Total	2,256
Number of volumes December 31, 1971	40,576
Number of record discs	799
Number of registered borrowers:	
Adult	6,141
Juvenile	<u>2,477</u>
Total	8,618
Largest circulation for one day (October 12)	420
Smallest circulation for one day (December 24)	115
Average circulation per day	282

LIBRARY STAFF

Acting Librarian
Children's Librarian
Bookkeeper and General Assistant
Typist
Part time Assistants

Janitors

Evelyn A. Petrelli
Maurene Little
Rejane Constantine
Jessie Lajeunesse
Deborah Canavan
Joanne Ranslow
Frances Schauweker
Phyllis Shaw
Theodore Savary
Theodore Goulet

HIGH SCHOOL PAGES

Elaine Apostola
Paulette Ayotte
Lee Ann Berthiaume
Monica Earls
Sharon Fontaine
Holly Gendreau
Paula Kowalewski

Martha Moore
Linda Peloquin
Lona Petrelli
Paula Quevillion
Ellen Vangel
Susan Walkowiak

COMPARATIVE TABLE OF CIRCULATION

<u>ADULT</u>	<u>1970</u>	<u>1971</u>
Adult Non-fiction Books	24,542	22,934
Films	134	76
Periodicals	3,974	3,637
Pamphlets	397	317
Foreign Books	185	195
Records	1,490	1,730
Sheet Music	39	25
Art Prints	164	258
Fiction	<u>24,846</u>	<u>24,650</u>
Total Adult Circulation	55,771	53,822
<u>JUVENILE</u>	<u>1970</u>	<u>1971</u>
Juvenile Non-Fiction Books	8,354	7,538
Periodicals	525	478
Pamphlets	31	16
Pictures	201	158
Fiction - J	7,699	6,145
Fiction - JJ	12,401	11,188
School Deposits	<u>6,629</u>	<u>6,536</u>
Total Juvenile Circulation	35,840	32,059
Grand Total	91,611	85,881
Interlibrary Loans loaned	71	107
Interlibrary Loans received	198	219

Respectfully submitted,

Evelyn A. Petrelli
Acting Librarian