



TOWN OF SOUTHBRIDGE

MASSACHUSETTS 01550

OFFICE OF TOWN COUNSEL

August 29, 1973

Mr. Robert B. Muenzberg, Chairman
Board of Trustees
Jacob Edwards Memorial Library
Southbridge, Massachusetts 01550

Dear Mr. Muenzberg:

Re: Jacob Edwards Memorial Library

Please be advised that I have reviewed the status of the Jacob Edwards Memorial Library, Southbridge, Massachusetts, and that it is my opinion, as Town Counsel, that it is a public library established and maintained for its citizens pursuant to Section 6, Chapter 78, General Laws of Massachusetts; whereby a Town may establish and maintain public libraries for its inhabitants.

In support thereof, I am herewith enclosing photostatic copies of the Town Clerk's certified records of Article 12, Annual Town Meeting of March 1, 1869, and Article 18, Annual Town Meeting of March 7, 1870; which records clearly indicate the establishment of the present library as a public facility.

I am further enclosing a photostatic copy of Article 17, Annual Town Meeting of March 11, 1940, whereby the Town of Southbridge accepted the bequest made for the benefit of the Trustees of the Jacob Edwards Memorial Library under the will of Grace M. Edwards and the condition thereof that a majority of said Trustees be appointed by the New England Trust Company, of Boston, Massachusetts, now known as the New England Merchants National Bank, Boston, Massachusetts.

It is my opinion that the acceptance of this bequest by the Town and the conditions therewith did not effect or change the status of the library from a public institution because of the following:

- 1.) Section 6, Chapter 78, General Laws of Massachusetts, as previously cited states, in effect, that a Town may receive, hold and manage any gift, bequest or devise for establishing and maintaining a public library.

- 2.) Section 10, Chapter 78, General Laws of Massachusetts, states, in effect, that a Town which raises or appropriates money for the support of a free public library, owned by the Town, shall elect trustees for its care and management, unless the same has been acquired entirely or in part through some gift or bequest which contains other conditions for the election of its trustees.
- 3.) The Jacob Edwards Memorial Library is supported and maintained primarily through public funds raised at town meetings and supplemented, in part, through bequests and gifts of private citizens.

While the care and management of the library by a board of trustees has been effected by the conditions of the Grace M. Edwards will; the status of the same as a public facility has remained unchanged.

I hope that I have herewith complied with your request in this regard.

Very truly yours,

Walter R. Snyder, Jr.
Walter R. Snyder, Jr.

Town Counsel

W
R
S, Jr/y

enc. 4

Re. Annual Town Meeting March 1, 1869

Article 12. To see what action the Town will take in regard to establishing a Public Library and making an appropriation therefor and act thereon.

RESOLVED: That it is the duty of the Town to provide for the free use of the people thereof a Public Library as reason of promoting education and social refinement and culture and that for such purpose an unused appropriation ought to be made to be judiciously expended in the purchase of books and periodicals in such manners as the Town shall determine.

RESOLVED: That a committee of five be appointed by the Moderator whos duty it shall be to adopt some bilaw for the establishment and use of a free Public Library in Town and report the same at the next annual Town Meeting for it's action thereon.

A true copy of record.

Attest


Town Clerk
1869

Vol: 1851-1879
Page: 324 = Article
Page: 328 = Vote

Re. Annual Town Meeting March 7, 1876

Article 18. To hear the report of the Committee appointed at the last annual meeting regarding the subject of establishing a Public Library and make appropriations therefor or act thereon.

Voted: That in accordance with the resolutions adopted at the last annual Town Meeting recommending the establishment of a Public Library in Town for the use of it's inhabitants that the Treasurer be authorized and directed to borrow the sum of \$1000. and give the note of the Town therefore and that the same be appropriated and used solely and exclusively for the purchase of books and periodicals for a reading room and library and that the same be drawn from the Treasury as it is required upon the orders of the committee here in after named.

Voted: That a committee of nine shall be appointed one third of whom shall be chosen each year by the Town at it's annual meeting, who shall be called the library committee and shall act without compensation they shall have the general care and control of the library the appointment of a librarian the purchase of Books and periodicals therefore the selection of a place for keeping the same and making all the necessary rules and regulations for the use thereof they shall also be authorized and directed to solicit and behalf of the town accept money and books therefore but all money so obtained shall be returned to the Treasurer and placed to the credit of the library account to be drawn there from upon the orders of the committee as aforesaid or used for the purposes of the library provided nevertheless that all contributions of books or of money may be accepted and used according to such conditions as the donors thereof may impose if in the judgment of the said committee such conditions are reasonable and proper

Re. Annual Town Meeting March 7, 1870
Article 18
Vote (cont'd)

Voted: That for this year the moderator be directed to
appoint a library committee of nine 3 of whom shall act for three
years 3 for 2 years and 3 for one year

Committee for 3 years

L.M. Lane, Rev.B.F. Brouson, A.J. Bartholomew

Committee for 2 years

L. Hacture, Rev. Austin Dodge, Wm. F. McKinstry

Committee for 1 year

Manning Leonard, Edwin Emery, Rev. F.C. Placit

A true copy of record.

Attest: Charles P. Bayne
TOWN CLERK
1873

Vol: 1851-1879

Page: Not given

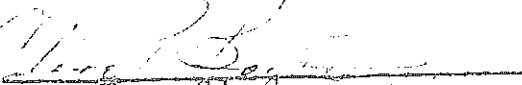
Re. Adjourned Annual Town Meeting
March 11, 1940

Article 17. To see if the Town will vote to accept the bequest made for the benefit of the Trustees of Jacob Edwards Memorial Library under the twenty-fifth clause of the Will of Grace M. Edwards, to accept all conditions therein stated, and vote to authorize the New England Trust Company, of Boston, Massachusetts, and Richard C. Paige, of Southbridge, Massachusetts, and the survivor of them, to appoint four (4) Trustees of Jacob Edwards Memorial Library, and, in the event of the Town increases the number of Trustees of said Library, then to authorize the said New England Trust Company and the said Richard C. Paige, and the survivor of them, to appoint at all times a majority of the Trustees of said Jacob Edwards Memorial Library, all as provided in said Will; also, to see if the Town will vote to fix the number of Trustees at seven (7) as heretofore, three of Trustees to be appointed by the Selectmen as follows: One to serve for three years and to be appointed on or before April 1st, 1940, by the Selectmen elected at the Annual Town Meeting of 1940; two to be appointed on or before April 1st, 1941, by the Selectmen elected at the Annual Town Meeting of 1941, one to serve for one year and one for three years; and one Trustee to be appointed on or before April 1st, 1942, and each year thereafter, by the Selectmen elected at the Annual Town Meeting, to serve for three years, or act anything thereon.

VOTED: That the Town accept the bequest made for the benefit of the Trustees of Jacob Edwards Memorial Library under the twenty-fifth clause of the Will of Grace M. Edwards, to accept all conditions therein stated, and vote to authorize the New England Trust Company of Boston, Massachusetts, and Richard C. Paige, of Southbridge, Massachusetts, and the survivor of them, to appoint four (4) Trustees of Jacob Edwards Memorial Library, and, in the event the Town increases the number of Trustees of said Library, then to authorize the said New England Trust Company and the said Richard C. Paige, and the survivor of them, to appoint at all times a majority of the Trustees of said Jacob Edwards Memorial Library, all as provided in said Will; also voted that the Town fix the number of Trustees at seven (7) as heretofore, three of said Trustees to be appointed by the Selectmen as follows: one to serve for three years and to be appointed on or before April 1st, 1940, by the Selectmen elected at the Annual Town Meeting, of 1940; two to be appointed on or before April 1st, 1941, by the Selectmen elected at the Annual Town Meeting of 1941; one to serve for one year and one for three years; and one Trustee to be appointed on or before April 1st, 1942, and each year thereafter, by the Selectmen elected at the Annual Town Meeting, to serve for three years.

A true copy of record.

Attest:


Town Clerk

Volume: 1928-1947

Page: 307 = Article

Page: 315 = Vote

REGULAR MONTHLY MEETING OF THE TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

September 25, 1973

The meeting was held at 12:00 noon in the Pioppi Room of the Library.

Present: Chairman Robert B. Muenzberg
Mr. A. DiGregorio
Mr. R. Lenti
Mr. Edgar Lewis
Mr. Ellsworth Mitchell
Mrs. Mary Ann Pioppi
Mrs. Evelyn Petrelli
Mr. John J. O'Shaughnessy

The Secretary's report was accepted with a correction of Mrs. Constantine's name.

The Treasurer's report was read and accepted as read. Mr. Mitchell, the treasurer, reported that we appear to be on target on the budget. Mr. Mitchell also recommended that we stay on with Southbridge Coal because they are .16¢ a gallon whereas the Town pays .17¢ a gallon for fuel oil.

The Building Committee reported that Mr. John Seguin was to bring loam to fill a hole in the back yard and around the grounds where patching the lawn is needed. They further reported that the adding machine was fixed.

There was a discussion of the by-laws with a few modifications and it was finally agreed after the discussion that it would be left to Mrs. King's judgment for the classification of books with respect to suitability. This entailed a considerable discussion at the end of which the meeting adjourned at 1:15.

John J. O'Shaughnessy, Secretary

Sorry I cannot be at your meeting. I am collecting lots of current information and tips (hopefully) in Newcastle, N.H., and will report to you on the meeting next month.

Mr. Mitchell has really done his homework on the policy statement, and has some pertinent points to discuss. When your deletions/ rewordings/ amendments are complete, the Region would like to have a copy of our Policy, if this is satisfactory with you.

Mr. Snyder says "no problem" on the issue of donating books to the Retired Men's Club. Mr. Gibb accepted with pleasure and we have sent our first donation. Service to the hospital is aborning and we have enthusiastic, if small, response.

Mr. Snyder reports that he is loathe to take overdues to court because of the expense, so I have two old remedies ^{to} we try (the problem is very bad here and worsens). Please discuss and recommend:

- (1.) A no-fine period (2 weeks or even a month) with lots of publicity.
- (2) A note on 2nd notices indicating "no fine" for a period of six months. Card must accompany books so returned.
- (3) A contact with the chief of police to explore possibility of an officer visiting the worst offenders.

Mr. Lenti: how about a hopper for the trash and Mr. Lewis: lawn and seed needed. Building committee: please note the attached telephone booth information. Mr. Hartman (N E T & T rep.) thinks we would offer a good location. The terms are: If they do over \$50. per month our commission is 20% over that. The ~~private/pe/ada/ta/telephone/~~ Company installs and maintains the booth. They hook into our electicity to run the lamps,

so it will cost a bit. Also we have to remove a section of curbing, as they do not alter property and they consider the curb a hazard. Mr. Lenti has more details. I think it would be advantageous for the Library, inasmuch as we have many patrons who want to use a phone, thereby tying up ours. Also we permit only local calls. If you wish to have a booth, please write a letter to the company giving your approval.

Please note the response to my letter from Mr. McGrath. Do you have suggestions for another merchant who might like to participate in some cooperative p.r.? Along this line, please note the bookmark and brochure we did in Rochester. They attracted lots of notice. If you like, we can do a similar one here. Attached is the current brochure used here.

Have the Library Trustees indicated their feelings in the current parking meter fracas?

Please think about the idea of a music room, including stereo disc and cassette facilities, more room for records and sheet music, shelves for music books. We have a friend, Arthur Schrader from O S V, who maybe willing to help plan it (his wife volunteered him). I'd like to discuss it next meeting.

We are making progress in the janitorial area, I think. Please look around and make any comments about appearance, cleanliness, order. We really need a new interior paint job, as these walls cannot be washed.

Enough for one meeting? Thank you for your continued individual kindness and support. It has got me over the hump. I think.

Barbara

REGULAR MONTHLY MEETING OF THE TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

October 23, 1973

The meeting was held at 12:00 noon in the Pioppi Room of the Library.

Present: Chairman Robert B. Muenzberg
Mr. A. DiGregorio
Mr. R. Lenti
Mr. Edgar Lewis
Mrs. Mary Ann Pioppi
Librarian Barbara R. King

The minutes of Sept. 25 were discussed, and accepted as read. It was recommended to put them in final typewritten form.

There was no Treasurer's Report in the absence of Mr. Mitchell.

The Building Committee reported the delivery of loam and reseeding of lawn. Problems of trash removal were discussed. Mr. Lenti will attempt to solve them with the hauler.

Mr. Muenzberg reported that a question is still extant regarding the fuel contract. He was empowered to make a resolution of the question after consultation with the town purchasing agent.

Old business: The Library Policy was discussed, items reworded, added, and deleted. It will be presented again on Nov. 6 for further action.

The overdue problem was further explored. Mr. DiGregorio suggested, that the Librarian write a workable alternative to the present system, to be discussed on Nov. 6.

Regarding publicity, Mr. DiGregorio suggested that Mrs. King contact Mr. Sheffer at Harrington Hospital for use of the printing press at that facility.

The matter of the public telephone was tabled until a new budgetary year.

The Librarian requested more time spent in Trustees' Meetings, for reason of the volume of business. It was decided to hold meetings every other Tuesday beginning Nov. 6 through the remainder of 1973.

The meeting adjourned at 1:30.

Barbara R. King
Sec. Pro-tem

JACOB EDWARDS MEMORIAL LIBRARY
SOUTHBRIDGE, MASSACHUSETTS 01550

November 5, 1973

New England Merchant's National Bank
28 State Street
Boston, Mass. 02106

~~Mr. J. J. O'Shaughnessey, Senior Vice President~~

Dear Mr. Eddy:

Following up my letter of September 5, 1973 to your Mr. William C. Loring, Jr., Account Administration, attached is a copy of the Internal Revenue Service's determination that our Library is a tax exempt organization.

Please pass this along to Mr. Loring and I trust that this will enable you to close your file.

Very truly yours,

RB Muenzberg

Robert B. Muenzberg, Chmn.
Board of Trustees

CC: J.J.O'Shaughnessey

11/5/73 — For your permanent
record.

Bob

Address any reply to: JFK Federal Bldg., Boston, Mass. 02203

Department of the Treasury

P.O. Box 9081

District Director

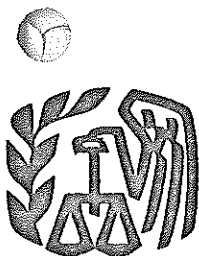
Internal Revenue Service

Date:

In reply refer to:

Oct. 31, 1973

AU:EO:JL



▷ Jacob Edwards Memorial Library
c/o Robert B. Muenzberg
Southbridge, Mass. 01550

Dear Sir:

This is in reply to your inquiry regarding the exempt status of the above named organization.

We note the library is an instrumentality of the Town of Southbridge. Accordingly, you are exempt from Federal income tax, although not as an organization described in section 501(c)(3) of the Internal Revenue Code.

You are not required to file Federal income tax returns as long as you retain an exempt status.

Contributions made to you are deductible by donors as provided in section 107(c)(1) of the Internal Revenue Code, if made for exclusively public purposes.

This is a determination letter.

Very truly yours,

William E. Williams

WILLIAM E. WILLIAMS
District Director

REGULAR MONTHLY MEETING OF THE TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

November 6, 1973

The meeting was held at 12:00 noon in the Pioppi Room of the Library.

Present:

Chairman Robert B. Muenzberg
Mr. A. DiGregorio
Mr. Mitchell
Mr. Edgar Lewis
Mr. R. Lenti
Librarian Barbara R. King
Mr. O'Shaughnessy

The Secretary's report was amended to read "as needed" "through 1973" then the minutes were read and accepted as amended.

There followed a general discussion of Library Policy, as set forth by the Librarian. Mr. DiGregorio moved to accept the policy and Mr. Mitchell seconded the motion. The Motion was carried.

The Chairman spoke with Mr. Rubenstein and learned that McKinstry Oil Co. would give us a price of "at the dock in Providence prices" on fuel oil. Mr. Muenzberg further stated that it looked as if McKinstry Oil Company's price would be the lowest.

Mrs. King brought up the problem of Overdue Books. She explained the procedure used to have the books returned. Borrowing is suspended until the fine is paid. Each week it takes the staff eight hours and telephone calls to try to retrieve overdue books. The cost to the Library per year amounts to \$1,185. Each missing book costs \$9.75 to replace, including cost of retrieving. It costs a total of \$1,380, but as set against fines received the Town actually gains a little. However, the Library is losing good will.

Mrs. King went on to propose a Modified Holden Plan.

Plan A: Eliminate fines but do not fine in absentia; have fine-free weeks periodically. A Notice to be sent out three days after a book is due; a telephone call seven days after a book is due; the person having a one-month overdue book would be billed, then the book replaced. No fine would be greater than the cost of replacing the book.

Mr. DiGregorio moved that no fines be levied during this trial period. All unreturned books to be paid for. Mr. Lenti seconded the Motion. It was carried.

It was further moved that the amended Holden plan be implemented for a trial period of six months beginning on November 19th, and that no

fines from then on be collected, books to be returned without fines.

The Building Committee will look into the feasibility of weather-stripping the building.

The meeting adjourned at 1:30.

John J. O'Shaughnessy, Secretary

REGULAR MONTHLY MEETING OF THE TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

November 20, 1973

The meeting was held at 12:00 noon in the Pioppi Room of the Library.

Present: Chairman Robert B. Muenzberg
Mr. Mitchell
Mr. Lenti
Mr. Lewis
Mrs. Pioppi
Mrs. King

Approval of the minutes was tabled until the next meeting.

The treasurer's report was given by Mr. Mitchell.

Mrs. King asked what the Trustees wished to do with the nonies paid by patrons for lost books. After discussion it was suggested she contact Mr. O'Shaunessy to establish whether or not we could use some for replacement books.

Mr. Muenzberg reported that we will continue to buy oil from Southbridge Coal Co. The McKinstry Co. could not supply the Library. Mr. Lewis reported no action on the weather stripping, so another supplier will be contacted.

Mrs. King presented the Librarian's Report. Regarding school book deposits, she reported a letter to Superintendent Hayden detailing the costs of supplying all elementary classrooms with library books. The letter had been discussed by the elementary principals and the School Committee, one of whose members is interested in using the Children's Room as an elementary library for the Town. The Trustees agreed that Mrs. King should continue to explore the possibilities of such cooperation with the schools.

Mrs. King discussed her discontent with the McNaughton Company and intention to cancel the contract.

Mr. Muenzberg recalled last summer's offer by United Lens to give the Library a donation in this calendar year. Mrs. King has suggested that the money be used for Audio equipment for a Listening Center. Mrs. King was asked to get estimates for same.

The Board examined the statistics for 1973 this far. They fall below many other Massachusetts towns of similar size. The Board suggests receiving updated statistics quarterly.

The Board approved the exchange of our framed prints and large print books with other Regional libraries. The librarian mentioned that a move is underway to use the libraries of the Commonwealth for information centers during the Bi Centennial.

Mrs. King requested that a steel book ^{ck}trude be purchased for the more efficient shelving of books. It would cost \$51.00 post paid. The Trustees wished to know the original intent for the equipment money granted in the 1973 - 74 appropriation.

The librarian announced she has requested the loan of three collections of prints from the Worcester Art Museum.

Mr. Mitchell reviewed the 1973-74 budget. The librarian was asked to submit a plan of estimated book expenditures for the remainde of the fiscal year.

A d#iscussion followed regarding the children's librarian who is on sick leave.

The meeting was adjourned at 1:40 p.m. The next meeting will be held on Dec.11, 1973.

Mary Jane Pioppi
Sec. Pro-tem

JACOB EDWARDS MEMORIAL LIBRARY
SOUTHBRIDGE, MASSACHUSETTS 01550

Nov. 27, 1973

ANALYSIS OF ESTIMATED BOOK EXPENDITURES

BOOKS ENCUMBERED, 1973

ADULT	1,445.72	
JUV	512.32	Total: 1,958.04

MATERIALS PROPOSED, 1974

U.S. Gov. document subscription:	100.00	
Daily newspapers	276.78	
Pamphlets, maps, globes, etc.	100.00	
Adult books (new acquisitions)	10800.00	
(reference)	1200.00	
(replacements)	1200.00	
(recordings)	360.00	
(standing orders)	<u>470.00</u>	Adult Total: 14,306.78

Juvenile books (new & ref.)	3600.00	
(replacements)	300.00	
(recordings)	<u>100.00</u>	Juv. Total: 4,000.00

Grand total: 18,306.78 *

Monthly total: 1,525.55 **

First 6 months: 9,153.30

First six months plus encumbrances: 11,111.34

Note: Periodical bills have been paid for 1974:

Adult:	940.16
Juv. :	<u>74.88</u>
	1015.04

** Note: 1973 monthly total (incl. per) 1,242.50

y Slightly over 1.00 per capita of Southbridge population.

Jacob Edwards Mem. Library
Proposed Operating Budget - 7/1/74 to 6/30/75

		Actual		Estimated	Preliminary
		1971	1972	1973	1974-75 Budget
1	<u>Payroll</u>				
2	Staff regular	24930	30545	35778	39107
3	- part time	6527	5452	4924	6808
4	- pages	4013	4866	4427	4400
5	Janitors	8318	7667	8553	8866
6					
7	<u>Operating expenses</u>				
8	Books & periodicals	11283	12375	13769	18000
9	Films & records	194	153	275	-
10	Book processing	73	37	149	1500
11	Telephone	362	616	578	600
12	Office supplies & postage	1198	1342	1709	1400
13	Miscellaneous	279	1840	941	400
14					
15	<u>Building expenses</u>				
16	Fuel	2062	1895	1700	3500
17	Light	2146	2432	2442	2600
18	Supplies	216	258	178	225
19	Maintenance & repairs	5460	2086	2227	1000
20	Grounds	62	278	396	100
21	Water	154	116	135	140
22					
23	<u>Equipment</u>	268	270	678	1465
24					
25		49	2692	889	
26		<u>67545</u>	<u>71228</u>	<u>78859</u>	<u>90111</u>
27					
28					
29	<u>Equipment</u>				
30	Filing cabinet for sheet music				130
31	Hinged magazine shelving				850
32	Magazine files				485
33					
34					<u>1465</u>
35					
36					
37					
38					
39					
40					

SOUTHBRIDGE ROTARY CLUB

P. O. Box 51 Southbridge, Mass. 01550

December 6, 1973

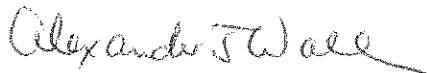
Ms. Barbara King, Librarian
Jacob Edwards Public Library
236 Main Street
Southbridge, Massachusetts 01550

Dear Ms. King:

I am happy to tell you that at a recent meeting of the Board of Directors of the Southbridge Rotary Club, it was unanimously voted to make a gift to the Jacob Edwards Library of \$500 for the purpose of providing musical records and cassettes for the proposed new audio center. We shall await word from you concerning its establishment and would be most pleased to cooperate in any way with your publicity plans.

With best wishes.

Sincerely,



Alexander J. Wall
President

AJW:lmg

REGULAR MONTHLY MEETING OF THE TRUSTEES

JACOB EDWARDS MEMORIAL LIBRARY

December 11, 1973

The meeting was held at 12: noon in the Pioppi Room of the Library.

Present: Chairman Robert B. Muenzberg
Mr. Mitchell
Mr. Lenti
Mr. Lewis
Mr. DiGregorio
Mrs. Pioppi
Mrs. King
Mr. John J. O'Shaughnessy

The secretary's report of the previous meeting was read and accepted as read.

The treasurer's report was read and accepted.

Mr. Lewis, speaking for the Building Committee reported that he had talked with Mr. Oswald Laliberte who informed him that he, Mr. Laliberte, had ordered weather stripping for the doors and would put it in when received. He further reported that he would obtain the cost of material but would not build our new storage building until spring.

Mr. DiGregorio stated that his company, the United Lens Co.. would be agreeable to making a donation for the establishment of an audio center.

A discussion followed regarding the Librarian's budget and it was agreed that the Librarian could buy on the basis of \$5,000.00 available and that when additional money was needed we would take up the manner, at that time, in which the money could be obtained.

A further discussion revolved around the question of obtaining money as payment for lost books and it was pointed out that the amount of money was generally small. The Librarian suggested that it might be more expeditious if the money that was paid in to the Library to cover a lost book be immediately and forthwith applied to the purchase of a replacement book but after a considerable discussion, it was determined and finally decided that the money would be turned over to the

Meeting of December 11, 1973
Page 2

Town treasurer which as we know, would then go into the Excess and Deficiency Account and could at some future town meeting or in the library annual budget be included to cover the cost of obtaining books to replace lost books.

The Listening Center or Audio Center came in for some discussion and it was decided that a formal vote of the trustees to establish this new department in the library and Mrs. Pioppi made a motion that we accept the donation which has already been forwarded to us by the Southbridge Rotary Club and that we also accept the donation the United Lens Company sent to us and that both sums of money be applied toward the establishment of an audio center.

The balance of the meeting was reported by the Librarian and reads as follows:

The meeting adjourned at

John J. O'Shaughnessy
Secretary

JACOB EDWARDS MEMORIAL LIBRARY
SOUTHBRIDGE, MASSACHUSETTS 01550

December 12, 1973

Atty John O'Shaughnessy
368 Main Street
Southbridge, MA. 01550

Mr. O'Shaughnessy,

Following your departure from the trustees' meeting, the Board

I. Re. Personnel changes:

1. Accepted Mrs Constantine's resignation as full time and invited her to work part time as bookkeeper beginning Jan. 1. @ 15 hrs. weekly @ 2.54 per hr.
2. Invited Mrs. Shaw to work as full time Jr. Library Assistant at S-3 minimum wage @ 37½ hrs weekly.
3. Authorized Mrs. King to hire a new part time employee to work 20 hrs. per week at 2.16, to assist both Mrs. Little in the Children's Room and Mrs. Petrelli at the Adult desk.

2. Re: hours: The Board authorized the changes of hours as follows as of Jan. 1 if staff is arranged by then:

1. Adult	M - F	10-9
	S	10-4
	S	2-4
2. Children	M - F	10-6
	S	10-4
	S	2-4

3. Re: 1974-75 Library Budget: The Board authorized Mr. Mitchell to submit the budget he had drawn up to the finance committee of the Town

Next meeting Jan 22.

TRUSTEES MEETING Dec. 11, 1973
AGENDA

Present Marenz, Mitchel O'S. Lenti Lewis
Mrs. Proppi Mrs. King - Mrs. D. Greg

1. Secretary's Report and Correspondence - accepted
2. Treasurer's Report - accepted
3. Building Committee *Lewis talked with O.J.L. who said he had ordered the weather stripping & would put it in when received. agreed to wait until spring to get lost of material & not to build until spring.*
4. Old business *D. Greg says that United Lens is agreeable to making a donation for an audio center.*
 - A. Books and budgets proposal. - *Discussed on basis of Librarian's Budget. another 5,000 of new money - Mrs K. can buy on that basis - w.l.c.*
 - B. Use of funds acquired by payment for lost books. - *into C & D.*
 - C. School dialogue
5. New business
 - A. Personnel changes.
 - B. Listening Center - *agreed by Trustees - Mrs P. moves & D. Greg that we accept the Rotary donation and United Lens for an audio center.*
 1. Bastien proposal
 2. Rotary donation
 - C. 1974:
 1. Hours and services
 2. Vacations statement
 3. Job descriptions

January Meeting: Jan. 22nd: The building and its uses.

December 13, 1973

Mr. Alexander J. Wall, President
Southbridge Rotary Club
P. O. Box 51
Southbridge, Mass. 01550

Dear Mr. Wall:

I am writing to you on behalf of the Jacob Edwards Memorial Library in acknowledgement of and grateful thanks for the gift to the Library of the sum of \$500 for the suggested purpose of providing musical records and cassettes for the proposed new audio center.

The Librarian and Trustees are indeed deeply grateful for your Club's generosity and want you to know that we very much appreciate the support which your excellent organization is giving to our efforts to make this one of the outstanding libraries in the Commonwealth. Help and encouragement such as your Club has shown will go a long way towards enabling us to make this a reality.

Please extend our best wishes and thanks to all the members of your Club and tell them that we hope that when the program is under way they will find an opportunity to partake of the benefits which I am sure will be a great interest to the entire community. Again, thank you very much.

Sincerely,

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John J. O'Shaughnessy
Secretary
Board of Trustees
Jacob Edwards Memorial Library

JOS/tcg