

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

January 22, 1974

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

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

The Treasurer's report of the meeting of December 11, 1973 was read and accepted as read and there was not at this time any Treasurer's report.

The Building Committee reported on the condition of the need for painting in the Library and it was agreed that he would make up painting specifications and obtain bids for painting and then submit them for consideration to Mr. Rubenstein, the purchasing agent for the Town.

Under the question of the tool house, he reported that the materials were to cost \$568.00 and the Trade School boys would do the building and after further discussion, it was voted to build the building during the current fiscal year and take the money out of the trust funds for the necessary materials.

Librarian's Discussion: Mrs. King read a letter from a R.I.F. which she proposed to send to the American Optical Company. She explained to us that R.I.F. stands for Reading Is Fundamental and it is sometimes spelled "Reading Is Fun"-damental and indicates a program whereby children who have not been exposed to reading to any great extent might be encouraged to do so by being offered an opportunity to obtain a free book from this program after having completed or demonstrated a serious intention of reading books which would be available to him under this program at the Library. She further explained that this program is funded in part by the Smithsonian Institute and appears to be a very worthwhile effort to bring reading and reading habits to our young people who have not yet acquired them either through lack of motivation and incentive and perhaps the necessary facilities. After further discussion, the Trustees voted to authorize Mrs. King to send the letter to the American Optical Company seeking their participation from a financial standpoint of this program.

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Mrs. King also indicated that Representative O'Brien requested the use of the Library Meeting Room facilities for a proposed series of lectures on Multi National Corporations. After a fairly considerable discussion, it was voted by the Trustees not to extend the facilities of the Library for something which might be classified as a matter of political promotion consideration.

With the arrival of Mr. DiGregorio at the meeting, it was voted to reopen the question of the subject of the painting which is necessary for certain areas of the Library and the question arose with respect to putting the painting required within the sum of \$3,500.00 and a Town Meeting article or to take the funds out of the building reserves. After a very considerable discussion, the Board decided to authorize Mr. Lewis to write up specifications on the painting contract for a February town meeting and also authorize the Chairman Mr. Muenzberg to put in a transfer item in the town budget from the E&D account to cover the item of \$3,500.00 for paint for the painting to be done in the Library and the second request for \$5,000.00 for books for the Library.

Mrs. King further announced that there were various events pending at the Library and also noted in passing that the Sunday openings have attained a considerable degree of success.

The question arose as to the purchase of an Olivetti copying machine and this was finally determined to be deferred until the February meeting of the Trustees.

On the question and after considerable discussion, the Trustees voted to pay the tuition and expenses of Maurene Little to attend the Worcester State College course in Children's Literature.

In the form of a open discussion, the Trustees and the Librarian discussed the probable changes in the usage of the building space and the need to include an amount in the 1974-1975 budget to remodel the basement processing room for use by the staff. The meeting finally concluded on the note of a general discussion having to do with the possible implications of Cable TV as it applies to the future of the Library.

The meeting adjourned at 1:30 PM

Mrs. King
John J. O'Shaughnessy,
Secretaries

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

Jan. 22, 1974

1. Secretary's report
 2. Treasurer's report
 - a. 1973 Financial statements
 - b. State Aid applications and 1974-75 budget
 3. Building Committee
 - a. Tool house
 - b. Painting
 - c. Use of building facilities
 1. Carpet
 2. Tables
 3. Workroom
 4. Old business
 - a. 1973 statistics
 5. New business
 - a. Copy machine
 - b. Lecture series - O'Brien
 - c. R I F proposal - King
 6. Librarian's Report
 - a. Spanish American Day - Feb. 2
 - b. High School Film Night - Feb. 6
 - c. Maurene Little - WS Course
 1. Tuition and Time
 - d. Sundays
 - e. Listening Center
- Trustees
1. R I F - letter
 2. LSCA
 3. Span. Am. Day
 4. Sundays
 5. Personnel - very short on vacations and sick leave
 6. Carpet
 7. Listening Center

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

February 26, 1974

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

Those present were: Chairman Robert B. Muenzberg
Mrs. Pioppi
Mr. DiGregorio
Librarian Mrs. King
Mr. John J. O'Shaughnessy

The Secretary's report of the meeting of January 22, 1974 was read and accepted.

The Treasurer's report was passed over in the absence of the Treasurer but Mrs. King reported that from her last observation of the Treasurer's books, it appears that we are solvent.

The Building Committee reported that the building inspector has indicated that the toolhouse building cannot be of frame construction and it was therefor voted to table the plans on this project for the time being.

The Listening Room is reported to be ready for use as the equipment has all been installed.

The question of the \$5,000.00 appropriation from the Town for books was left open in the light of the position taken by the Finance Committee and it was decided to let the matter go over until the newly created Town Council is organized.

Under the question of painting those areas in the Library requiring it, the Chairman suggests that this item be put in the budget for the town meeting instead of taking it from the reserves. The item amounts to \$3,600.00.

Mrs. King reports that we have been certified for a State Grant of \$6,393.38 as our share for the upcoming ^{FISCAL} year. She further reported that there are registrations averaging about 100 per month. Further reporting, Mrs. King stated that there have been requests received that there be benches in front of the Library and the Chairman suggested calling the Highway Department for some benches.

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Mrs. King reports that on May 23rd, the CRAC annual meeting and trustees will be held at a workshop to be conducted in Holden.

Library Week will be observed April 21 to April 27. Mrs. King informs us that the Southbridge Rotary Club will have one of it's weekly meetings in the Library and will bring box lunches and will conduct a tour of the building.

The Sunday Coffee House activity has been very successful and there has been an average of 50 to 60 people attending each program.

An art show, known as the American Scene, will commence on March 4th and run through March 24th and will be held from 6 till 9 o'clock on weekdays and 2 to 4 on Saturdays and Sundays. On March 10th, a representative from the Worcester Museum of Art will attend and give an address. March, being Youth Art Month, considerable youth art is expected to be shown. The show will be held in the staff room. On next Thursday, in the morning, a representative from the Worcester County Extension Service will be a guest speaker who will discuss the sometime forthcoming metric system.

In closing, Mrs. King reported that the personnel of the Library will, on approval of the Trustees, be classified on a sub-professional status and that everyone will be certified except the janitor in this status and the Board of Library Extension does the certifying.

The meeting adjourned at 1:20 P.M.

John J. O'Shaughnessy
Secretary

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

March 26, 1974

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

Those present were: Chairman Robert B. Muenzberg
Mrs. Pioppi
Mr. Lewis
Mr. DiGregorio
Librarian Mrs. King
Mr. John J. O'Shaughnessy

The Secretary's report of the meeting of February 26, 1974 was read and accepted with the following correction so that the beginning of paragraph 7 on the first page of the minutes should read " Mrs. King reports that we have been certified for a State Grant of \$6,393.38 as our share for the upcoming fiscal year."

The Treasurer's report was passed due to the absence of the Treasurer but Mrs. King reported that there was \$1,684.00 in the checking account but that not all of this money was available to spend because some of it was in the nature of a gift.

A discussion ensued about taking up the matter of current bills or letting the matter stand until the Treasurer's expected return April 10th. Mrs. King reported that we cannot get along with the \$1,000.00 until the next meeting unless we don't pay any bills. Mr. DiGregorio moved to authorize the Chairman to draw money from the reserves to take care of current expenses and this motion was seconded by Mrs. Pioppi and unanimously voted in favor by the Trustees.

The Building Committee reported that the partition is going up in the acquisitions office or new work room. The telephone has been moved and that the matter has progressed to a satisfactory point. Another question came up with reference to the use of the Foster Street entrance at night and Mrs. King reported that young people come in and use the toilet facilities in the lower level. Going back to the new acquisitions office, it was brought to our attention that Mr. Lenti had suggested putting a rug in that room and Mr. DiGregorio moved that Mr. Lewis obtain a price from Mr. Raymond Brousseau and this was voted.

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The question of magazine shelving was brought before the group and it was indicated that the vocational school boys could establish the shelving.

On the question of furniture for the main room, which would be a capital expenditure, it was decided to postpone the final decision on this until a later time.

The Listening room is excellent and is receiving a very favorable reception but it was brought to our attention that finishing the room cost about \$200.00 more than was expected and it was also reported that Mr. DiGregorio made up the deficiency for which he was voted a sincere round of thanks by the Trustees.

Mrs. King, the Librarian reported that the staff had been complained of as having been too noisy in the conduct of their duties while the Library was being used and reported that she had called them together and laid the law down to them and that there has been some improvement in this direction.

The tool house foundation and roof are acceptable to the Building Inspector but he ruled against wood for the sides of the building and the Trustees will sooner or later have to decide whether to use brick or cement block but this has not yet been determined.

Mrs. King further reported that she felt that seven pages is too many that there are now two boys and three girls in the N.Y.C. program and the pages are being reoriented as to hours of service.

The question as to the retirement of the Custodian came up and this was to be determined after a conference with the Town Accountant.

Mrs. King further reported that the Art Show was a success and that there were at least a couple of hundred visitors who seemed to be quite pleased with the exhibition and she also reported that many women helped out considerably.

Mrs. King reported that she is on the banquet circuit and has appeared at the Congregational Church, the Lions Club and other organizations spreading the gospel of the new and better Library and discussing plans for Library Week

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and she passed around a brochure for the Trustees to see which appeared to be excellent and indicated a fine observation of upcoming Library Week.

The meeting adjourned at 1:30 P.M.

John J. O'Shaughnessy
Secretary

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

April 23, 1974

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

Those present were: Chairman Robert B. Muenzberg
Mrs. Pioppi
Mr. Lenti
Mr. Lewis
Mr. Mitchell
Mrs. King, librarian

The minutes of the meeting of March 26, 1974 was read by Mr. Lenti, the secretary pro-tem and they were accepted as read.

The Treasurer reported that the expenses for the period ending March 31, 1974 were \$97,540.00 and the cash on hand as of that date in the trust were \$2,094.00 and there has been \$96,400.00 budgeted for 15 months. The book budget has been overspent and the deficit will amount to \$4,000.00 in this fiscal 18 months. The fuel budget has been overspent and the final deficit will be about \$600.00 for 18 months.

The Board of Trustees voted to pay the remainder of the bills for this fiscal year out of the trust funds. This motion was moved by Mr. Lenti and seconded by Mr. Mitchell and the vote was unanimous.

On the question of the re-shelving materials, it was voted to pay out of the equipment replacement funds in the 1973-1974 budget.

The Board discussed the matter of screening on the windows and requested Mr. Lewis to investigate combination windows and screens for the building and to report at the next meeting.

A Mrs. Bissland knocked over an iron post in the back of the Library and it has been repaired by the Atlas Welding Co. whose bill has been sent to Mrs. Bissland for attention by her insurance company.

Meeting of April 23, 1974
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After a discussion, the Trustees voted to grant a leave of absence to the Librarian, Mrs. King to teach at the University of New Hampshire July 8 to the 19th and they also voted to hire Sister Alice Parent, the Librarian at Marianhill High School during Jessie's vacation. Sister Alice will do cataloging.

After a further discussion, it was voted by the Trustees to defer buying a new copying machine at this time.

Chairman Mr. Muenzberg asked the Librarian to review the book fine policy for the May meeting.

The meeting closed with a discussion and description by Mrs. King of the events of National Library Week and the supporting publicity.

The meeting adjourned at

Babara King
Clerk Pro-tem

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

May 28, 1974

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

Those present were: Chairman Robert B. Muenzberg
Mr. Mitchell
Mr. Lewis
Mr. DiGregorio
Mr. John J. O'Shaughnessy, Secretary
Mrs. King, Librarian

The minutes of the meeting of April 23, 1974 were read and the correction was made that the over draft should be paid out of the trust funds. With this correction noted the Secretary's minutes were accepted as read.

The Treasurer's report was read and accepted as read.

The Building Committee next reported and Mr. Lewis stated that the back room was painted by Mr. Savary.

The question came up as to the use of the back yard parking lot. It was brought out that unauthorized persons were using it. It was suggested that the old sign restricting parking to employees of the library only should be brought out and erected on the lot so that people not entitled to park there would refrain from parking there.

Mr. Lewis further reported that he has been working on the question of the installing of screens for the windows. He will submit an estimate to the Board of Trustees and then put the estimate out for bids. He also noted that the shrubs have been cared for but probably the caring of the shrubs could be improved for the future.

Mrs. King, the Librarian, reported on the fines policy. She stated the juvenile borrowers from the library have a superior record, in the light of returning books on time and paying of fines if any arose. She further reported that in the last 6 months over 1,000 notices have been sent out to delinquent borrowers and 65 bills have been sent out for books outstanding for over 6 months. During this 6 month period there have been 61 books lost. After further discussion of this subject, it was agreed that the 6 months experience is probably not long enough to completely evaluate the current program. At the conclusion of the discussion Mr. DiGregorio moved and Mr. Lewis second his motion that the current survey be continued for another 6 months. Mr. DiGregorio further

Meeting of May 28, 1974
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amended Mr. O'Shaughnessy's suggestion that the matter be reviewed in another 3 months.

Under the topic of gifts to the Library, it was reported that \$200.00 from the J.I. Morris Co. for the Audio Room has been received and it was indicated that possibly this could be used for cassettes.

Under the general topic of activities it was reported that Mr. DiGregorio, Mr. Lewis and wife, and Mrs. King went to the Holden CRAC Meeting. Reporting on the meeting Mr. DiGregorio commented on a speech by a Mr. Short a guest speaker who questioned, "Are Trustees necessary?" Mr. DiGregorio said that we are not aggressive enough according to Mr. Short.

The Librarian's meeting workshop has been engaged in weeding out certain books which apparently have no longer need or use.

Under the topic of outside summer programs, a Spanish speaking lady is to start a program constructed to reach our Puerto Rican citizens.

The final discussion was led by the Librarian who suggested that we suspend the Sunday opening days until September because the attendance at the Library on Sundays has fallen off.

The meeting was adjourned at 1:35 p.m.

John J. O'Shaughnessy
Secretary

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

June 25, 1974

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

Those present were: Chairman Robert B. Muenzberg
Mr. Mitchell
Mrs. Pioppi
Mr. DiGregorio
Mr. Lewis
Mr. John J. O'Shaughnessy, Secretary
Mrs. King, Librarian

The Secretary's notes were read and accepted as read.

The Treasurer's report was read and accepted as read.

Personnel Classification and Wages- The Librarian reported that she has written to the Personnel Board to arrange for a meeting to present the reclassifications and general wage scales. Mrs. Pioppi moved and it was seconded that Mrs. King, Librarian, Mr. Mitchell, Mr. DiGregorio, and Mr. Muenzberg be a sub committee to go before the personnel board.

For painting Mr. Lewis has agreed to write up specifications and send it to Mr. Rubenstein for approval and then seek to obtain bids for painting in the childrens' room.

Window Screens- A new quote for the screens is to be received.

Equipment replacement- The \$350.00 left over from the magazines shelving can be used for any other equipment it was determined.

It was announced that Mr. Mitchell will leave the Board of Trustees in April 1975 and we were regretfully asked to give some thought to his replacement on the Board in the position of the Treasurer.

Statistics- It was reported that the Adult circulation has increased and so has the Juvenile which is considerably up over what it previously was.

Gifts- It was moved and seconded that Mrs. King be authorized to have the piano tuned which piano had been moved to the Pioppi Room by people from the United Lens Co. under the sponsorship of Mr. DiGregorio.

The Gift

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The gift from the Eatons' of dolls has been moved to be accepted by the Board of Trustees.

Mr. John Wells has made an offer to the Library of any books which we would like to select from his Library.

On the question of the Custodian hours from July 29th to August 31th it has been decided that the Custodian's hours would be from 8A.M. to closing at night instead of from 6 A.M.

Under Personnel the report is that of the N.Y.C. students we have lost four but hopefully we will get back the same four in the future.

The Librarian further announced then that Severina Alicea is the Spanish speaking lady who will be in charge of the playground program and will have a page at each playground for stories and other related activities.

Carolyn Gunter will leave on July 27th for the reason that she is getting married. She will be replaced by Carol Lange on a part-time basis. Miss Lange is a full-pledged librarian.

For Summer programs and plans for the fall, the Librarian announced that the Library is already over subscribed for the Wednesday programs and Mr. & Mrs. Paul Mills will assist at a program on Japan and will show certain photograph and artifacts at that time.

There will be a folk-lore program involving the Albanian segment of our society and also the Puerto Ricans. There will be some-one expert in particular fields present at each session which it is expected will attract somewhere between 40-50 children.

For the fall programs it is likely we will have some programs presented by a nutritionists and that there will also be featured movie films on Sundays of the Ancient variety featuring "The KEYSTONE COPS" and other films of that nature.

Public Relations- Mrs. King mentions that there is a need for good public relations and the recent budget hassle which turned out successfully was a good example of this need. She further reported that she went to a Public Relations Fair in Connecticut and from her observation, came to the conclusion that we could do a better job than they appeared to have done.

With regard to printing of bulletins and other pertinent matter connected with the Library it was brought out that a new type of printing machine might be available similar to the one or perhaps even the use of the one Mr. DiGregorio gave to the Harrington Hospital. It was further voted that there would be no meetings until September 24 unless some crisis required Mrs. King to call one.

The Meeting adjourned at 1:35.