

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

January 27, 1976

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

Those present were: Chairman Robert Muenzberg
Mr. DiGregorio, Mrs. Pioppi
Mr. D. Dumas
Mr. Lewis
Mr. Lenti
Barbara King, Librarian
John J. O'Shaughnessy, Secretary

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

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

Letter from Arthur Kavanaugh offering portrait of Manning Leonard was read and the offer was agreed by those present to be generous, and a letter is to be sent to Mr. Kavanaugh accepting his offer.

BUILDING COMMITTEE REPORT

CETA people to arrive in March, it was reported. A question was brought up regarding the fire escape; it may not be possible to obtain it "gratis" as previously reported. Mr. Lenti suggests, at this point, a possible plan of closing off rooms until the fire escape is installed. Due to a radiator freeze up, the possibility of a new thermostat is to be investigated, with regard to the cause of the freeze up.

LIBRARIAN'S REPORT

Librarian reports and passes out reading material. She points out the fact that thousands of people use the library for purposes other than taking out books. Cost of oil was discussed with Mrs. King giving an explanation. It was decided that the situation regarding oil would be discussed with Mr. Cox.

Mrs. King reports that we are losing one CETA girl. Recently, the Optical Information Center met and have created eight kits showing the manufacture of Glass. Dr. Krone will demonstrate at all the high schools and then the kits will be used by the library for the general public. A discussion then ensued regarding how to continue the optical program and what should be done about encouraging the continuation of this program. The Trustees agreed to help in several ways, but agreed that there was a limit to what could be done.

Al DiGregorio gives a report on a recent MLTA Meeting.

The Meeting adjourned at 1:15.

Secretary,

John J. O'Shaughnessy

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

February 24, 1976

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

Those present were: Chairman Robert Muenzberg
Mr. DiGregorio
Mr. Dumas
Mr. Lewis
Barbara King - Librarian

The Secretary's report was read by Mrs. King and accepted with one correction, the addition of Mrs. Pioppi to the list of those present.

Mr. Dumas read the Treasurer's report which was accepted as read.

BUILDING COMMITTEE

1. Mr. Lewis reported that Mr. Boyer has committed DPW to renovate the fifth stack floor, creating two study rooms in April, 1976.

2. Also D & D Welding estimates a cost of \$2,000. as labor charge for installation of fire escape.

3. LaRoche Electric will install a caged thermostat in the Foster Street Foyer for \$115.00

4. The Foster Street doors cause a security problem. The hardware is defective. Measures should be taken to correct the problems which are of long duration.

The Trustees discussed these issues and decided:

- a) To authorize spending up to \$2000. for the fire escape and the librarian was directed to consult Mr. Boyer on the need for bid advertisement. DiGregorio moved, and Lewis seconded the motion. MOTION PASSED
- b) To authorize LaRoche Electric to install the thermostat.
- c) To ask the Town to fix the doors by
 1. Replacing the hardware
 2. Capping the doors
 3. Sealing the doors
 4. Fixing the astricles.

OLD BUSINESS

1. Insurance or protection of contents of Library. Mr. Muenzberg revealed a robbery at the Library on Wednesday, February 18th in which the Foster Street door was opened by breaking a glass window. He noted the value of the Globe Village painting and the antique clock. Trustees discussed security of the building, the possibility of installation of a burgular alarm, possible conversion of valuables to cash and to whom do the contents of the building belong. Mrs. King was asked to further communicate with Mr. Boyer.

LIBRARIAN'S REPORT

1. The Libraries of Oxford, Southbridge, & Webster are working on a Title III LSCA grant proposal for reference service to the high school.
2. Statistics of use were noted.
3. Initial budget deletions were noted.
4. The Dog Tax/fine money issue was discussed.
5. The incipient Arts Council will be given permission to use the Library as a center for scheduling events through our Community Service desk.

There was no other new business.

The next meeting will be on March 23, 1976.

Meeting was adjourned.

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

April 27, 1976

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

Those present were: Chairman Robert Muenzberg
Mr. P. Lenti
Mr. Lewis
Mr. Dumas
Mr. DiGregorio
John O'Shaughnessy-Secretary
Mrs. Barbara King-Librarian

Secretary's report of February 1976 was read and accepted.

Treasurer's report was accepted as read.

Correspondence from Al Wall of Old Sturbridge Village and Senator Brooks and others was read by the Secretary.

BUILDING COMMITTEE

1. Fire escape completed.
2. Thermostat equipped with extra wiring to prevent problems.
3. Doors on Foster Street side have been fixed.

A discussion ensued regarding burgular alarm systems. DiGregorio suggests that fire protection is as important and after discussion it was agreed that Lewis look into the type that calls the Fire Department in case of any smoke.

LIBRARIAN'S REPORT

Number of new borrowers went up in March. Total circulation is down from a year ago.

Usage: reference problems to be checked into, records show from 800 to 1,000 calls in March.

The question of selling the Globe Village Painting was discussed and it was suggested that we wait until we get an opinion as to the legality of a sale.

It was voted to put folding doors on the old librarian's office so it can be used as an adult room.

The Optical Information Center will present glass surfacing and Dr. W. Aldrich will handle it.

The question of the literary group requesting \$800.⁰⁰ from the United Fund was discussed.

The Library is to see to it that the Liberty Nursing Home have some books from it.

The meeting was adjourned at 1:20p.m.

The next meeting is to be held May 25, 1976

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

May 25, 1976

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

Those present were: Ray Lenti
Mr. Lewis
Robert Muenzberg
Mr. Dumas
Mrs. Pioppi
John J. O'Shaughnessy - Secretary
Barbara King-Librarian

Treasurer's report was read and accepted as read.

Secretary's report was read and accepted as modified to include reference that the letter from Greenville County Museum of Art regarding the Globe Village painting discussion referred to Mts. King who is to check with John Curtis, Assistant curator at the Village.

BUILDING COMMITTEE

No report

OLD BUSINESS

Mr. Gillon and Mr. Kavanaugh will be present on June 24 to show the book A New England Town in Early Photographs. The book will be sold for \$5.00. The Library will earn 45%. Roland Meunier will exhibit his paintings; rag-time piano to be provided by Vic Mathieu; Women's Club to furnish refreshments. John O'Shaughnessy moved to budget \$300. for entertaining Dover Publishing. D.Dumas seconded the motion and it is passed. O.I.C. meeting tonight at 7:30. Used book sales receipts are \$130.00 to date. Dr. Achin is to contact a buyer in Connecticut to take the remainder.

LIBRARIAN REPORT

Sturbridge Play readers donate a book on American painting in honor of Elaine Auchmoody.

Performance Measures for April

1. Meetings attendance -758 and Children groups-439
2. Information/Reference calls -812
3. Gateway Players donate 250 for books on drama.
4. Community services - 1029

Meeting adjourned approximately 1:20.

Next meeting June 22, 1976.

TRUSTEES MEETING MINUTES - JUNE 22, 1976

Attending: Muenzberg, Pioppi, Dumas, Lenti, Lewis, DiGregorio, King.

Treasurer's report was read and noted. Mr. Dumas reported that it is possible no extra money will need to be transferred from other sources to pay 1976-bills. There is sufficient balance in the salaries account. He reported that the FY 1977 budget was accepted by the Town Council as requested except for \$518.00 in the vacation replacement account. The total FY 1977 budget is 115, 811. 00, which includes appropriation, state aid, dog tax, and the trustee contribution of \$15,000.

The Secretary's report was read, and because so many items have been subsequently changed, it was suggested that the minutes be rewritten. Mrs. King will do.

A letter was read from Peter Dirlam complimenting the Reference?Information staff on their work.

Regarding the Alexander painting, Globe Village, Mrs. King read the Vose Galleries appraisal. They value the painting at \$8000. Their bill for \$50. was given to the treasurer. The board discussed the painting at length. Mrs. King reported from Mr. Harlow and Mr. Curtis, that the painting is in poor condition. At the least it should be refastened at the back; ideally the face should be restored. The cost would likely be about 300.00. In view of the condition Mrs. Pioppi moved and Mr. DiGregorio seconded, not to permit the painting to be sent to the Greenville Museum of Art for a show in October. Mrs. King will notify them.

The building committee has not yet received figures on the cost of a smoke alarm system. The new study rooms in the fifth stack are being constructed by the Town carpenter, Nel Corriveau and his staff; they are well along. There will be three exits onto the fire escape.

King reported planting of flowers around the building were donated by the Southbridge Garden Club and Paul Rogers.

Al DiGregorio reported on the recent MLTA Meeting; Senate bill 1001 is probably not going to be enacted. The association discussed the three money bills in the legislature for the benefit of libraries. One of these is for increased state aid to local and regional public libraries. In view of current problems with the Bureau of Library Extension, the association is recommending a study committee to be comprised of all interested facets of the library community - All showed the script of a play to be produced at the Association annual meeting in September.

Re the Gillon reception on June 24, King reported all ready. Mrs. Pioppi described the work of her food committee Georgette Coderre is co-chairman. All food is at cost from Henry Palmerino. The Trustees and their wives are invited to dinner at the Public House at 5:30.

King reported lack of success in getting United Way funding for Literacy Volunteers. The LV annual meeting will be June 23. The participants will discuss funding. They still await the action of HEW.

Mrs. King will vacation June 28 - July 13.

The next meeting of Trustees will be on Sept. 28.

The meeting was adjourned at 1:20.

Barbara R. King for
Atty John O'Shaughnessy

TRUSTEES MEETING - JACOB EDWARDS MEMORIAL LIBRARY

M I N U T E S

Wednesday, September 28, 1976

PRESENT: Bob Muenzberg, Mrs. Pioppi, Mr. Lewis, Mr. Dumas
Mrs. King and John J. O'Shaughnessy

BUILDING REPORT: Mr. Lewis stated that the work has been done and looks well. Budget report is not complete and will be reported on at the next meeting.

A vote was taken regarding the banning of smoking in the third floor study rooms, and unanimously passed, to prohibit smoking in those rooms.

Mr. Lewis and the librarian, Mrs. King, reported regarding the possibility of adding a center railing, and it was their recommendation that this railing be constructed.

Sewing Instructor, Barbara J. Dion, has made a claim for lost sewing materials and equipment left during her children's sewing classes.

The heating contract was discussed by Mr. Dumas, and it was decided that Bob Muenzberg would call Mr. Cox to see whether that firm is planning to bid for the oil contract.

Mrs. King announced the resignation of Mrs. Maureen Little, effective December 12th. She recommended that we ask Mr. Boyer to upgrade the assistant librarian. Mrs. Little's resignation is accepted with regret. Mrs. Pioppi make a motion to notify her of acceptance and Mr. Dumas seconded the motion.

A motion was made that Mrs. Pioppi present Mrs. Little with a present at the staff party, and Mr. Dumas seconded.

Literacy volunteers program looks good; Ms. Enholm has been rehired.

The question of closing around Christmas was discussed and the consensus was to close Friday, December 24th, and Saturday, December 25th and open again on Sunday, December 26th.

On October 29th there will be a party for the Arts Council, with music, refreshments, etc.

Bob Muenzberg discussed the limit of our new fiction section, and suggested the librarian do a survey regarding establishing a rental system for new fiction.

Meeting was adjourned at 2:00 pm.

TRUSTEES MEETING-JACOB EDWARDS MEMORIAL LIBRARY

M I N U T E S

Tuesday, October 26, 1976

PRESENT: Mr. Lewis, Barbara King, Mr. Muenzberg, Mr. Lenti,
Mr. Dumas, & Mrs. Pioppi .

The Secretary's report was read and accepted with the following corrections:

RE: Mrs. Dion's claim, the Trustees voted to send Mrs. Dion remuneration for losses sustained at JEM in the amount of \$65.00, in view of her volunteer efforts in the library.

RE: Mrs. Little's resignation, the secretary is asked to write to her accepting her resignation, with regret, and the Trustees will get her a gift on the occasion of her leaving.

The Treasurer's report was offered. Mr. Dumas discussed the new wage scale recently passed by the Town Council.

The Building Committee reported on efforts to cut theft by 1) installation of a mirror, and possibly 2) erection of a screen to keep people from walking to the Foster Street door from the magazine corridor.

Mr. Lenti reported on the repairs to our book lift. The Trustees voted to establish a service contract with Consolidated Elevator in Worcester to examine, oil and clean the book lift three times a year for \$18.00 per time.

Mr. Lewis read a quotation from LaRoche Electric for smoke detection protection. Its' cost is \$1,850.00 and does not include connection to the town fire alarm system. The trustees voted to put this in the 1978 budget and to include an amount for such a connection.

The remodeling is nearly completed. The new adult study rooms are finished. Trustees will tour them after the meeting. Muenzberg requested a complete accounting of monies expended at the November meeting.

Following further discussion re the oil issue, the Trustees voted to have Mr. Muenzberg notify Mr. Cox of Southbridge Coal Company that henceforth the Library will be provided with oil by the carrier winning the Town bid, and to notify Mr. Rubenstein to notify McKinstry Oil Company, the current carrier, to include us in their delivery service as soon as possible.

Personnel:

Mrs. King reported that she has appointed Mrs. Cynthia Baird of West Brookfield to be the new Children's Librarian. She announced the resignation of Lynn Cox and the appointment of Mrs. Dawn Clarke to replace her immediately. Mrs. Baird will report on December 19, 1976.

Two high school students paid by CETA now work ten hours weekly each in a new program called INSCHOOL.

Mrs. King further discussed ramifications of the new Personnel By-Law 1) The Library secretary will now work 35 hours per week as do other town clerks. 2) Permanent part-time workers will now receive paid holidays and vacations commensurate with their weekly work hours and depending on their length of service.

Events:

The Arts Council will hold a mini-art festival and open house in the Library from 7-10 p.m. on Friday, October 29th.

The Trustees and staff of the Library will entertain the Town Council and Department heads for a tour of the Library building on November 22nd at 7:30 p.m. There will be descriptions of staff services by the members and refreshments. Each councillor will be presented with a library card and a copy of the Gillon history.

Regarding the provision of best sellers, Mrs. King reported that few patrons wished to fill out the survey and of those who did the results are inconclusive. Mr. Muenzberg advised to keep trying and report the results at the next meeting.

Mrs. King described the forthcoming demonstration-lecture of the Optical Information Center, led this time by Galileo Electro-optics', Dr. Aggarwal, who will discuss and show a new film on Fiber optics and its applications. The date had not been set, as yet, but will probably not be before January 1977.

Mrs. King asked for advice of the Trustees in the matter of providing enough Large-print titles for our in-house patrons as well as the Liberty Nursing Home and the Quinebaug Plaza libraries. Mr. Muenzberg suggested the Lions Club; Mrs. Pioppi suggested the Wells foundation. An appeal will also be made to the Optical information center and to the general population for memorial books.

A preliminary discussion was held regarding disbursement of the profits from sale of the Gillon history. Mrs. King reported receipts of some \$1,200.00. The sentiment seemed to be, put the money into a local history project of some kind.

Suggestions:

Help for Mr. Gillon on his further Southbridge work?

Money for Arthur Kavanaugh to publish Gillon's supplement?

Mrs. King will look into these and other possible avenues.

Meeting adjourned at 1:15 p.m.-----Next meeting November 23rd.

TRUSTEES MEETING

JACOB EDWARDS MEMORIAL LIBRARY-11/23/76

PRESENT: Mr. Digregorio, Mr. Dumas, Mr. Lenti, Barbara King,
Mr. Lewis, Mr. Muenzberg, and Mrs. Pioppi

Secretary's report was read and accepted
Treasurer did not submit a report at this meeting.

BUILDING COMMITTEE reported the completion of all renovations. Total expenditures were \$5,051.91. The Town budgeted a total amount of \$4,104.63 leaving a balance of \$947.28. Trustees then voted to release \$1,000.00 to the Library for the purpose of paying this balance and for any additional bills that may not have been received at this time. Motion was made by Mr. Digregorio and seconded by Mr. Lewis. The Trustees expressed their satisfaction at the work done on the building including the adult study rooms, the completion of children's room improvements, the repainting of the entire stack area, the renovation of the former young adult area and the addition of electrical service for air conditioners and the back door switch.

OTHER BUSINESS

Mr. Muenzberg brought up the old business of complaints about the lack of best seller fiction titles in the collection. This matter was the focus of a new discussion in which the librarian described her method of allotting book money. Proportions of the total are allocated to reference, non-fiction, and fiction according to demand and to the librarian's assessment of needs. Mr. Muenzberg and Mrs. Pioppi were concerned that services other than books take needed staff time. Mrs. King assured them that no staff member's time previously devoted to the book collection has been diverted to other programs, merely that the increase in all activities has caused a back-up of book handling. She reiterated that a clerk has been requested for the past two years and is still needed. The Trustees advised her to fight for a clerk in the 1978 budget. Several trustees expressed their satisfaction with current library programs.

Members expressed pleasure at the Town Council Tour held November 22nd. Six members of the Council attended and were escorted throughout the building with various staff members explaining their duties.

Mrs. King lamented the demise of the elderly 16mm projector used for showing films in the library. Mr. Digregorio offered to donate a new projector, and screen, if needed, to the library. Mrs. King accepted with much thanks.

The Librarian requested the Board ~~to~~ allow Bob Brown to sell his projected ethnic history of Southbridge at the Library. They did not favor this proposal; however, Mr. Lenti offered to assist Mr. Brown in marketing his book.

The next meeting is to be held December 21st at noon; Mrs. King will submit a list of budget items for the '78 FY budget and the Trustees will discuss them & add ideas of their own.

JACOB EDWARDS MEMORIAL LIBRARY
TRUSTEES MEETING

December 21, 1976

A monthly meeting of the Trustees of the Jacob Edwards Memorial Library was held in the Pioppi Room of the Library on December 21, 1976. Present were: Chairman Muenzberg, Mrs. Pioppi, Mr. Lenti, Mr. Lewis, Mr. Dumas, Mr. DiGregorio, the Librarian, Mrs. King, and the Secretary-Clerk, John J. O'Shaughnessy.

The Secretary's report was read and approved.

The Treasurer's report was passed because it would be discussed in the forthcoming discussion of the budget.

The Trustees next proceeded to a discussion of the budget for the next fiscal year. Mrs. King reported that there was a need for a second clerk for processing--this was put in the budget and the Trustees approved.

She also reported that the circulation desk will need two more people when the CETA employees terminate and it was decided to add this to the budget. It was also pointed out that the budget salary requests included a cost of living increase.

It came to our attention that there were some old door upstairs which might be used for some purpose, possibly to secure the Children's Room.

At this point Mrs. King went over her own budget.

Meeting was adjourned at 2:10 p.m.