

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

January 18, 1977

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

Secretary's report read and accepted.

Treasurer's report stating that all was "in good shape budget wise"
was read and accepted.

Mr. Muenzberg read a letter from Dr. Emil Deeg asking for the support of the Trustees in the change from Optical Information Center to Technical Information Center so that other local industry can participate. The Trustees were in favor and voted to support the change. The Secretary was instructed to write to Dr. Deeg to that effect.

Chairman read the letter from Mrs. Little.

The Librarian talked with the Police about the break October of 76 in the Library and the culprit has been apprehended.

Mrs. Pioppi asks why we dropped the McNaughton company, and Mrs. King explains that it was expensive for what we got out of the plan.

Chairman requests that Mrs. King come to the next meeting with information on rental plans.

Librarian's report- Thursday night Beth Chase will talk on contemporary art.

Classes to start the week of January 24th including Wednesday evening bridge classes. Live poetry readings to be held on February 23rd, March 16th and March 30th. Other activities coming up in the library were discussed. Mr. Dumas recommended a course on business and technical writing perhaps by Quinnsigamond. The Trustees discussed ways of publicizing library events. Mr. Muenzberg suggested a one-page insert into "Sunday" monthly advertising events. Mrs. King will ask Mr. Ghiglione. Mrs. King read a letter from SLMS a transcendental meditation organization applying for use of the Pioppi Room for lectures. The Trustees denied use and instructed King to advise.

Children's events noted were a 5th Grade Read & Review weekly (Saturday) session. Some 50 5th graders have signed up. The 4H club is using the Library for space and supporting materials. They have their own staff and volunteers but Mrs. Baird is helping them.

Jan. Meeting Cont.

The Worcester County Extension Service will use the Library for three months as headquarters and a site for homemaking programs.

The meeting was adjourned at 1:30 p.m. The next meeting will be on February 22nd.

Trustees Meeting
Feb. 22, 1977

Lacking a quorum no meeting was held.

TRUSTEES MEETING

March 22, 1977 - No meeting held-Lack of Quorum

Agenda

1. Secretary's report - Mr. O'Shaughnessy
2. Treasurer's report - Mr. Dumas
3. Building Committee - Mr. Lenti & Mr. Lewis
4. Mass Library. Trustees Assn. - Mr. DiGregorio
5. Old business
6. New Business
7. Librarians report
 - a. Mr. Lewis reappointed for 3 years.
 - b. Budget discussion Mr. 24 - any changes?
 - c. State Aid bill needs support.
 1. Permit a petition at desk?
 2. Value of regional system to local library.
 - d. Ebenezer Ammidown portrait.
 - e. Sunday hours
 - f. Personnel
 - g. Activities
 1. Indians
 2. Poetry - Tremblay
 3. Crafts & courses
 - h. Calendar.
 - i. Speaker's Bureau.
 - j. Special project -CETA.
 - k. Statistics
 - l. Meeting - April 26, 1977

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

4/26/77

Members Present: Bob Muenzberg, Mr. DiGregorio, Mrs. Pioppi,
Mr. Lewis, Mr. Lenti, Mrs. King (Librarian)
And John J. O'Shaughnessy.

Secretary's Report read and accepted

Treasurer's report given.

Building Report

Nothing done yet on the alarm for the rear door; and fire extinguishers should be hung rather than left standing on the floor. Bth problems will be looked into.

Secretary reads correspondence from David Colglazier regarding the refurbishing of the Ammidown portrait and landscape of the Globe Village.

Librarian's Report

Budget review of '78 budget with Frank Foley and Ray Burnham. A question was asked about what we are doing about energy conservation. The Sub-committee feels we are not in need of new carpeting and after much discussion Mr. Boyer says that we can have \$3,500 and we may either fund the balance through the Trust or cut back on the number of rooms we are to do. The budget estimate at this time seems optimistic.

NEEDS:

- a. Taped records (taping records would preserve record collection)
- b. Eighteen members on Poetry Association
- c. Question of joining Chamber of Commerce...possible petition for complimentary institutional membership.
- d. Question of joining Arts Council, concensus was that all trustees should join but not as a group.
- e. Children Librarian still needed (hopes are that one will be on duty by next month. Salary range seems adequate.

Motion was made by Mrs. Pioppi that we contribute \$25.00 to the Poetry Group. Voted.

Adjourned at 1:25 p.m.

TRUSTEES MEETING

JACOB EDWARDS MEMORIAL LIBRARY-May 26, 1977

PRESENT: Mr. Muenzberg, Mr. Dumas, Mr. DiGregorio, Mr. Lewis, Mrs. Pioppi, Mr. Lenti, Librarian, Mrs. King, and Secretary-John O'Shaughnessy.

BUILDING COMMITTEE: No report

Secretary's report read and secretary reads correspondence from Chamber of Commerce accepting our gratuitous membership, also the letter from Quinebaug Valley Council for the Arts and Humanities inviting us to accept membership and participation in the Council. Treasurer's report read. Voted to accept both.

Motion was made by Mrs. Pioppi to spend up to \$1000.00 to restore Ammidown and Globe Village pictures.

Librarian together with Children's librarian attended the conference NELA and gave a report. She states that they will meet in Sturbridge in September and have asked to be able to visit the library.

Finance Committee accepts our budget except to \$3500.00 for carpet and added \$1200 for card catalogue.

Children's Librarian, Lois McDowell, has had no experience, is graduated from Simmonds, will complete her course in June 1978 and will take a course once a week for 24 weeks.

The housekeeper, Bernice, will be leaving in two weeks and will be interviewing a graduate of the University of Puerto Rico.

Recommendation of locking the Foster Street entrance at the top which the building committee will look into.

Mr. Lewis states that we should pick the sites for fire exits and the town manager will then send a crew down to hand the fire escapes.

A discussion ensued regarding locking the bathroom door.

The librarian goes over the by-laws and their revisions followed by discussion and recommendations.

The next meeting will be held on June 28th.

Meeting adjourned.

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

June 28, 1977

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

Secretary's report was read and accepted.

Treasurer reports that the town budget has increased by about 19%.

The Library has received three applications for librarian. Mr. Dumas is to be head of search committee. He has sent the job description to Mrs. Weaver, head of Massachusetts Regional.

It was moved and seconded that Mrs. King's resignation be accepted with regret. Upon request Mrs. King recommends Mrs. Petrelli. Mr. Dumas suggests that Mrs. Shaw sign the payroll in absence of Mrs. Petrelli.

The Building Committee has decided it would be better to put crash bars on Foster Street doors and lock them when closing so that front entrance can only be used for entrance.

Discussion of By- laws Change- eliminating standing Committees- Mrs. Pioppi moves they be accepted as revised, Mr. Lenti seconded and it was passed. Also the same for policy except it is to be reviewed at least every two years.

Meeting adjourned at 12:45.

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

9/27/77

Members Present: Chairman Muenzberg, Mr. Lewis, Mrs. Pioppi,
Mr. DiGregorio, Mr. Bryant (Lebrarian), Secretary
John J. O'Shaughnessy and Mr. Dumas.

Secretary's Report read and accepted.

Treasurer's Report read and approved.

Old Business

Librarian talked with Boyer about children's room and he insisted that it be open at all times library is open and that Ceta employees might be used at no expense to the library.

Building Committee

Discussion about ramps, etc. for handicapped, report read by Bob Muenzberg- the decision was not to go along with the report but not to publicize it and do what we can when we wish.

Librarian's Report

Region is not going to furnish equipment (16 mm projectors, etc.) because of costs of maintaining equipment. Region may sell the equipment later at low costs.

Meeting adjourned at 1:10 p. m.

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

10/25/77

Members Present: Chairman Robert Muenzberg, Mr. DiGregorio, Mr. Lewis, Mr. Dumas, Mr. Lenti, Mr. John O'Shaughnessy and Librarian Mr. Bryant.

Secretary's Report: The minutes of the last meeting were read and a correction was noted. It was erroneously recorded that a discussion regarding opening and closing hours for the children's library was had with Town Manager, Mr. Boyer. The discussion actually involved the librarian Mr. Bryant. There being no further corrections, the report was accepted.

Treasurer's Report was read and accepted for filing as read.

BUILDING COMMITTEE

Commenting on making provisions for more convenient use of the library facilities for the handicapped; Mr. Lewis suggested that a do-it-ourselves project might be feasible by making use of available 4X8 plywood on stringers. This will be discussed in more detail at a later meeting.

OLD BUSINESS

It was reported that the Ammidown Portrait refinishing would be carried out to completion as soon as the refinisher obtains proper insurance coverage. Mr. Muenzberg reported on a discussion he had recently with Mr. Deeg of the American Optical Company regarding the continuation of the program of education related to technical aspects of the optical industry and stated that Mr. Deeg reported that the gentlemen who had formerly headed the project had been replaced and that the new man has not exhibited the same enthusiasm. The chairman says he informed Mr. Deeg that the Trustees were anxious to see the program carried forward.

LIBRARIAN'S REPORT

Mr. Bryant said that the Children's room is now open until 9 p.m. and a C.E.T.A. employee a Ms. Fournier is assisting in this work. However, her assistance is only for a six month period. Mr. Bryant stated that he hopes the staff can be expanded soon. Mr. Bryant also stated that he wished to change certain operating hours of the library as follows:
Sunday: to be changed from 2-4 p.m. to 1-5 p.m.
He further stated that the library is used more extensively on Sunday than on Saturday. He also informed us that Friday night is "a dead spot", and he has decided to close Friday at 6 p.m. for 10 months.

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

10/25/77

LIBRARIAN'S REPORT (continued)

Mr. Bryant further recommended closing Sunday in July and August. He suggested that those who work on Sunday would get 1-1/2 days off to compensate for the Sunday time. Mr. DiGregorio said that he would prefer to see that those who worked on Sunday would be paid extra money and also added that he wouldn't vote for it unless Mr. Boyer, the Town Manager approves. Mr. Muenzberg then suggested the Librarian clear this problem with Mr. Boyer.

The librarian reported that the paper-back library was very popular, particularly in the "new fiction" category. When asked by a board member he answer that donations of used paper-backs are received but they are mostly out of date.

A discussion was held on the New York Times newspaper as a reference tool and after some discussion on this Mr. Bryant said he will include this service in the upcoming budget to cover a monitor and certain selected years back and this will include either the whole newspaper or in some case separate sections.

The meeting adjourned at 1:20 p.m.

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

1 1/22/77

Members Present: Mr. Muenzberg, Chairman; Mrs. Fioppi, Mr. DiGregorio, Mr. Lewis, Mr. Lenti, Mr. Bryan, the Library Director

Secretary's Report: the report was read by Mr. Muenzberg in the absence of Mr. O'Shaughnessy and accepted. Mr. Bryan was asked to record the minutes in the absence of the Secretary.

Treasurer's Report: no report in the absence of Mr. Dumas

Building Committee:

Old Business:

Mr. Bryan reported that he was still trying to reach Dr. Agarwal of the TIC to get the TIC reactivated.

Librarian's Report: Mr. Bryan introduced the proposed new budget for FY 79 for all categories except salaries. It was noted that the amounts given as FY 76-77 expenditures were actually budget amounts and not the real expenditures. Mr. Bryan said that this would be corrected in time for the next meeting. In the discussion of proposed purchase items, Mr. Bryan requested a rebuilt mimeograph machine. Mr. DiGregorio mentioned that he had such a machine that he would be willing to give to the library if it was desired. Mr. Bryan will go and inspect the machine. The importance of the engineer's study of the ~~HEATING~~ air conditioning/humidity control problem was discussed and the Trustees restated their strong feeling that this item should be retained in the budget request. Mr. Muenzberg suggested that the book request should be increased to cover the purchase of reference materials which would strengthen the collection.

The meeting adjourned at 1:20 PM

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

12/27/77

Members Present: Chairman Mr. Muenzberg, Mr. Lewis, Mr. Dumas, Mr. DiGregorio, Mr. Lenti, Secretary- Mr. John O'Shaughnessy, and Librarian Mr. Bryant.

Secretary's Report was read by Mr. Bryant who took the notes of last months meeting. They were accepted.

Treasurer's Report given by Mr. Dumas of the financial position of the Library and it appears that we are in the deep black.

BUILDING COMMITTEE

Reported through Mr. Lewis that the fence in the parking lot had been smashed by a car and when he checked with the police he learned that no one had reported such an accident. He further reported that D. and D. Construction will repair it.

LIBRARIAN'S REPORT

Librarian reported that he has applied to the Green Thumb Agency which is dedicated to employing elderly persons who are in need of employment, usually on a part-time basis, to supplement their income, for two employees. One is Mr. Goulet, who was formerly employed by us as an assistant custodian to now serve as an evening custodian. The other is for a lady to assist in the Children's library.

BUDGET DISCUSSION

There followed an item by item discussion of the proposed budget for the coming fiscal year. Mr. Lenti moved that we approve the budget as presented, and his motion was seconded by Mr. Dumas, and to forward it to the Finance Committee Sub-committee headed by Mr. Frank Foley.

The Director also reported that we have subscribed to the New York Times Reader.

The meeting adjourned at 1:15 P. M.