

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

JANUARY 24, 1978

MEMBERS PRESENT: Mrs. Pioppi, Mr. Lewis, Mr. Dumas, Mr. Lenti, Mr. DiGregorio, and Librarian Mr. Bryan.

Mr. Lenti chaired the meeting in the absence of Mr. Muenzberg.

SECRETARY'S REPORT: The secretary's report was read by Mrs. Pioppi in the absence of Secretary O'Shaughnessy. They were accepted as read. Minutes of today's meeting were taken by Mr. Dumas.

TREASURER'S REPORT: The treasurer's report was given by Mr. Dumas and was accepted as read.

BUILDING COMMITTEE: It was reported that due to weather conditions, the fence in the parking lot that had been damaged has not been repaired, but that this should be taken care of shortly.

Mr. Lenti turned over a copy of Summons No. 6773 from the Worcester Superior Court, as Defendant in a suit brought by Lita Piche et al. against him as Trustee, Jacob Edwards Memorial Library, concerning a fall on the Library stairway on or about November 6, 1974. The matter had already been turned over to Mr. Walter Snyder, Town Counsel.

A letter from the New England Merchants National Bank to Mr. Muenzberg concerning his resignation was read. Mr. Muenzberg's resignation was not accepted and it was voted to table it and to again approach Mr. Muenzberg asking him to reconsider. Trustees were also requested to be thinking of a possible replacement for Mr. Muenzberg should he not consent to remain as a Trustee.

MLTA membership was discussed. It was voted (unanimously) that all Trustees be enrolled as members with membership dues (\$3.00 per Trustee) to be paid out of the Town Appropriation (Account No. 311).

LIBRARIAN'S REPORT: Mr. Bryan reported that the skylight was leaking. Inasmuch as the contract is already out for roof repairs it is hoped that this problem can be taken care of when the roof repairs are done. Should this not be possible, we may need additional funds to fix the skylight.

Mr. Bryan reported that as a result of reshuffling and relocating books and materials, circulation has increased.

Mr. Bryan also reported that he will be contacting firms on smoke detectors and new hardware for the Foster Street doors, and that the cost of these projects should be well within budget.

The Trustees expressed their gratitude to United Lens Company for the gift of the A.B. Dick machine and Mr. Bryan stated that a representative of the A.B. Dick Company would be here shortly to train personnel in its operation.

continued ...

Mr. Lenti questioned Mr. Bryan concerning communications between the Library and the local schools. Mr. Bryan reported that there had been no great demand for services and that whatever requests were made were promptly attended to and that cooperation was at a level consistent with their requests.

The Trustees feel that the schools should be currently made aware of our Library facilities and that students be strongly encouraged to make use of them.

The meeting adjourned at 1:05 P.M.

Respectfully submitted,

George D. Dumas

JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES MEETING

February 28, 1978

MEMBERS PRESENT: Mrs. Pioppi, Mr. Lewis, Mr. Dumas, Mr. Lenti, John J. O'Shaughnessy, Clerk and Librarian, Mr. Bryan.

SECRETARY'S REPORT: The secretary's report was read by secretary pro-tem, Mr. Dumas, and accepted as read.

TREASURER'S REPORT: Treasurer's report was read, and accepted.

Several accounts are underspent so we will complete the last part of the fiscal year in good balance. We have been awarded \$3,000 under a Federal Grant for Research materials.

BUILDING COMMITTEE REPORT: Building Committee reports, and reaffirmed by the librarian, that no new leaks have occurred as a result of the melting snow.

LIBRARIAN'S REPORT: Mr. Bryan reports that he has talked with the Fire Chief about smoke detectors, etc. and that a proposed budget of \$3,000 will cover the costs of appropriating some of the initial equipment necessary. He is consulting with ADT, due to the fact that ours is a public building and will ring in the Fire Station showing what floor the fire is one by the use of three different zones, however, it is Mr. Bryan's suggestion that we have an initial installation of six zones to provide for the eventuality that there is further expansion at a later date thereby avoiding additional costs and the obvious inflation ever present. Several detectors may be installed on each zone. Eventually the project will go out to bid.

Expectations for a bid on the Foster Street door in the near future.

At present, we have at least 25 prints loanable for one month, with the option of a further month's renewal on our library cards. An additional 25 prints is in the works for the near future, possibly more.

At the present time, no books are furnished or delivered to local schools, but there are some teachers that come to the library an get the required materials. Discussion with Mr. Hayden was unproductive, decision was to await the new school superintendent.

Southbridge has been certified for \$6,300+ state grant for necessary library expenses.

Motion by Ray Lenti to have a special meeting for the purpose of discussing the appointment of a new board member to avoid any further discussion at today's meeting was VOTED.

Meeting adjourned.

Special meeting March 21, 1978.

Regular Meeting March 28, 1978.

Trustee Meeting, June 27, 1978

Present:

Arthur L. Bryan
Mary Jane Pioppi
Marcelle VanVooren
Paul Mills
Edgar Lewis
Raymond Lenti

Reports

1. Motion: wave reading of minutes - Paul Mills
- Marcelle VanVooren 2nd
2. Treasurer - Dan Dumas absence - Ray Lenti reported we are on budget.
3. Building Committee:
 - a) Santullo has siliconed side steps
 - b) Corner post at end of drive is knocked over again
Al DiPetro will repair it
 - c) Considering removing heating duct in Main Room
 - d) Chimney - needs repointing - weeds growing in it.
 - e) Roof has been repaired - new slates, gutters, caulking at sky light.
 - f) Motion: Ted Lewis - That we repair current signs and put bid into Bay Path for replacement.
signs - same design - approximate delivery Spring 1979. Also create smaller scale sign of same design as larger ones to identify Parking lot on Foster Street.
4. Motion: Ray Lenti to Chairman of Board of Trustees
 - 1st - Mary Jane Pioppi
 - 2nd - Marcelle VanVoorenApproved unanimously
5. Librarian's Report:
 - a) Congratulations to Arthur Bryan on being appointed chairman of the Area Library Advisory Bd Budget Committee.
 - b) Budget - 300.00 removed from telephone
- otherwise accepted in toto. Success attributed to good will in community toward Jacob Edwards Memorial
 - c) Harrison Harris audio visual aids sale -
Arthur Bryan bought microfilm cabinet, 2nd 16 mm sound film projector, children's record player.

5. d) Grant Applications:

VIDEO - LSCA Title I of Artist's Foundation
JEM/QVCAH joint application - 4-6 mos. professional video person to come to Southbridge to teach use of video technology to make a program for immediate and future use, JEM/QVCAH keeps material when resident leaves. Likely to result in Community TV staff for town with local programming capability. Support comes from QVCAH and local Cable TV Station. Deadline - July 30, 1978, Grant to be made in October 1978, Grant amount \$ 13,000.

MATERIALS - LSCA Title I - Books/equipment for addition to Children's Collection and/or for Micro - reader/printer
Intent to file for grant has been made.

- d) Book sales - total \$ 266.31, 1,000 books diverted from collection.
- e) Staffing for summer: Darbee, Greene & Martin
- f) CETA: Diaz & Masionet
- g) Lit Volunteers: New head Jo Hamerly,
letter of appreciation to go to Sue Enholm to be written by Arthur Bryan. Mary Jane Pieppi/2nd by Ted Lewis

6. Next Meeting September 26, 1978, Noon JEM Library

Meeting adjourned 1:0'clock

TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

Minutes of the 9/26/78 Meeting

Present:Lenti,Pioppi, Lewis, Van Vooren,Mills, Dumas, Bryan

Secretary's Report:Minutes of previous meeting read and accepted

Treasurer's Report:Mr. Dumas reported that \$3000.00 was carried over from the FY78 budget to be applied to the FY79 allocation to install the smoke alarm system

the status of the individual accounts will be presented at the October meeting

the FY78 budget carried us through without the need for additional funds

Summary:we are in better financial shape now than last year which brings up the question of whether we are spending wisely and on target-answer is yes, the operating budget has been increased

Building Committee:

a.Flood damage-town will improve drainage to prevent water from running into Pioppi Room. Trustees discussed installing a trench inside Pioppi Room to relieve the pressure of ground water and to conduct the water to sump hole with pump. Town has indicated funds are available to repair past water damage and fix drain problem.

b.D.P.W. will repair holes in public parking lot and chip up brush that has been cut

c.Boiler-minor problem-parts on order-otherwise all set for winter

d.Roof-skylight still leaks after several repairs-indications are that skylight may have to be replaced or capped over

Old Business:LSCA grant applications for video and materials have been scrapped in favor of Community analysis survey as recommended by Board of Library Commissioners-report of status expected for October meeting-this study would be basis for future grant applications

Librarian's Report:

a.applications are now being requested for new Children's Librarian-Info sent to Regional system newsletters and area library schools-newspaper ads may be required at a cost of \$85-\$100. Salary range:\$9500.-\$11,600 current \$10,200.

b.Technical Information Center:lack of interest in business community indicates phasing out of Center is advisable. \$1700 left in account will be spent on technical materials

c. Holiday schedule:Christmas and New Years-consensus open Saturday 10-2 unless other libraries are closing completely-report expected for October meeting

d.Freeze on filling of CETA positions-will ask for more page hours in new budget

e.Regional meeting of Governor's Conference on Libraries to be in Worcester on October 20-citizens urged to attend-suggested that an article or editorial be placed in paper-suggested by M.J.P. that material be sent to the schools inviting people to come

f.Regional Library System is looking for names of persons interested in serving on Board of Library Commissioners

New Business: Ted Lewis discussed the MLTA meeting scheduled for Oct. 28 in Sturbridge.

MLTA has succeeded in obtaining the names of every library trustee in the state trustees invited to JEM

next meeting Oct. 24

JACOB EDWARDS MEMORIAL LIBRARY-TRUSTEES MEETING

MINUTES OF 10/24/78 MEETING

Present:Lenti, Pioppi, VanVooren, Mills, Dumas, Lewis, O'Shaughnessy, Bryan

Minutes of 9/26/78 read and accepted

Treasurer's Report:There have been no major expenditures out of any of the Trust or special funds during the past year. It has been decided not to earmark gift funds at this time.

Building Committee:The post in the parking lot has not been repaired as of yet but should be fixed soon. Mr. Lewis will get some estimates for the needed work on the Pioppi Room.

Librarian's Report:There have been many applications for the Children's Librarian position. The LSCA Grant for the Community Analysis Survey has received tentative approval. Notification has been received of our new state aid grant. The library has resumed the paperback service from Samuel Black Co. The Board moved to authorize MaryLou Davis to repair the antique desk in the History Room at a cost of \$120.00 to come from the Rachel LaPointe gift fund. Job Descriptions are being re-written for all library staff-the revised descriptions will be presented to the Board for approval. The JEM has received a gift of a fire resistant file cabinet from Ruth Wells. A note of thanks will be sent.

Meeting adjourned 1:03

TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY--MINUTES OF 11/28/78 MEETING

Present:Lenti, Lewis, Mills, VanVooren,Bryan

Reports:

Secretary: minutes of 10/24/78 meeting read and accepted.

Treasurer's Report: no report given in the absence of Mr. Dumas but we are not experiencing any financial problems

Building Committee:post is not up yet in parking lot; new doors on shed are beautiful; Ted Lewis has talked to Frank DiPetro about a trench in the Pioppi Room--cost for 2 sides and pump would be \$995.00. Ted will also talk to Frank Santullo about a quotation. It was decided that wall to wall carpet is the most practical treatment for the floor.

Old Business: A \$4950.00 grant has been received for conducting a community survey. It is hoped that a lot of publicity will encourage increased use of the library. Paul Mills suggested that the AARP be contacted to get volunteers to count the number of people who come into the library. The need was mentioned for additional funds to match a federal grant which will be applied towards the purchase of a microform reader/printer. The antique clock in the History Room will be repaired by Bradford W. Cheney & Sons. \$400.00 to be taken from the Rachel LaPointe money and trust funds.

Librarian's Report:Library circulation is up. Copy machine problems. New children's librarian:Margery Hudson. CMRLS likely to drop bookmobile service.

New Business:Paul Mills talked about the All-American Cities presentation at Louisville. Questions were raised about how the library dealt with Spanish Americans and other non-English speaking groups. Ray Lenti emphasized the need for increased newspaper coverage of the library.

Meeting adjourned at 1:02

next meeting: 12/19/78

TRUSTEES OF THE JACOB EDWARDS MEMORIAL LIBRARY

Minutes of 12/19/78 Meeting

Present:Lenti, Lewis, Dumas, VanVooren, Bryan

Reports:

Secretary-minutes of 11/28/78 meeting read and accepted

Treasurer's Report-no problems, we're right on budget

Building Committee:Pioppi Room repairs-Estimate from Santullo for \$2300.00;
DiPetro estimates \$900.00 for a two wall trench, we will seek his price for all three walls- Rugs cost from \$6-18 per yard. It was decided that we should move to have the trench and sump work done as soon as possible and that an effort should be made to save the existing carpet through steam cleaning. A request will be made to the Town for \$2000.00 as follows:\$1600.00 for the trench and sump work and \$400.00 for cleaning and paint.

Note:this request has been sent to the Town Manager

Old Business:Mr. Cheney will remove the Grandfather clock to be fixed. Worcester Business Machines will install a new plain paper copier on the same terms that we currently enjoy for the old machine. MLA Draft Legislation-it was decided that we didn't like the legislation as submitted. The Board feels that it is tying hands unfairly and voted to oppose the legislation as written-a letter to that effect would be sent to area legislators if it comes up in committee.

Library Director's Report:the order has been placed for the Microfilm Reader/Printer. The future of CETA in the library looks dim. The Town Manager has asked for alternative budgets (including cuts) There is a real possibility of a cutback in service. The Community Survey Grant is getting under way.

New Business:The Board met the new Children's Librarian, Margery Hudson.

Date of Next Meeting: Jan. 23, 1979

Meeting Adjourned:12:50