

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MINUTES OF 1/28/80 MEETING

Present: Morrill, Pioppi, VanVooren, Mills, Dumas, Lenti, Lewis, Bryan

REPORTS:

Secretary: minutes of 12/18/79 meeting read, discussed and accepted

Treasurer: We are well within budget. Have received approximately \$17,000 in income from the Trust and given the Town \$15,000 toward the book budget. We may wish to increase this amount to \$16,000 for FY81

Building Committee: drapes for main room are coming back from Bay Path today; new locks on bathrooms working out well thus far; there are still some problems with vandalism but it seems to be diminishing

OLD BUSINESS:

We will not be getting any more CETA people- as terms expire they will not be replaced; by September every CETA worker will be gone. We need to prepare to cut back hours/services with the possibility of expanding again later if we get more funds. We may have to close the Children's Room at night. Perhaps we should make a lot of noise about closing in March so that the budget will be OKayed. It was generally agreed that we should fight for the change in grade for the Library Director, which means a change in the by-law. A thank-you note was received from Rejane Constantine for her retirement party.

LIBRARY DIRECTOR'S REPORT:

As a part of the discussion about the loss of CETA help the Director pointed out the need for a way to secure the Children's Room when it is closed to the public. Library circulation continues to increase. 1979 set a new record of 105,000 items, up by 15,000 items in two years.

NEW BUSINESS:

Ted Lewis was commissioned to investigate the installation of a gate and other necessary security measures for the Children's Room.

Adjournment: 1:02 P.M.

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MINUTES OF 2/26/80 MEETING

Present: Lewis, Morrill, Mills, VanVooren, Dumas, Lenti, Bryan

REPORTS:

Secretary: Minutes of 1/28/80 Meeting read and accepted

Treasurer: We are well withing budget although current salary account does not include the money for cost- of- living increases. This will be transferred in from the Council Reserve in April.

Building Committee: Ted Lewis is working with D&D Welding on the security measures for the Children's Room

OLD BUSINESS: Due to cutbacks in CETA funding we will be losing much of our desk help in the near future, necessitating cutbacks in hours of service. A motion was made and voted that the Library will be closed on Sundays effective March 16,1980 and that thereafter the Children's Room will close at 6 P.M. except for Thursdays.

LIBRARY DIRECTOR'S REPORT: included with above; business remains good, circulation continues to rise; State Aid legislation is moving and the new bill has been designated H5979.

NEW BUSINESS: Ted Lewis reported that the current President of MLTA is ill and that an acting president has been named. Paul Mills suggested that in light of the current discussions of new school construction and renovation going on in Town the Trustees should go on record as pointing out that school library facilities are substandard and that any plans should include library services for the elementary levels and improved facilities for the Junior High. The Board voted that a letter should be sent to the School Committee requesting a meeting between members of the Library Trustees and the School Committee take place for the purpose of publicly stating the need for better school libraries.

Adjournment: 1:01 P.M.

Next meeting: March 25, 1980 12 noon Pioppi Room

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MINUTES OF 3/25/80 MEETING

Present: Mills, VanVooren, Lenti, Pioppi, Lewis, Morrill, Bryan

REPORTS:

Secretary: Minutes of 2/26/80 meeting read and accepted

Treasurer: not present; we are still within budget and should finish the fiscal year on target

Building Committee: Building maintenance funds are running in the red; Town will be asked to pay for the Crash bar installed on the door in the Childrens Room

OLD BUSINESS:

There was a discussion on re-institution of fines with the consensus being that the savings in man hours would not justify the change at present; A letter has been sent to Mr. Galonek, Chairman of the School Committee, suggesting that a meeting occur between the Trustees and the Committee on the subject of library service to the schools; the State Aid bill will be voted on Thursday in the Senate; CETA may or may not continue; we have had good cooperation lately from the newspaper; discussion of moving the ship model from Childrens Room to an area frequented by adults

LIBRARY DIRECTOR'S REPORT:

Business continues to be good; work finished on security of childrens room

NEW BUSINESS:

Discussion of the possibility of a new addition financed by federal funds

Date of Next Meeting: 4/22/80

Adjournment: 12:59

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MINUTES OF 4/22/80 MEETING

Present: Lenti, Dumas, Pioppi, VanVooren, Mills, Morrill, Lewis, Bryan

Reports:

Secretary: Minutes of 3/25/80 meeting read and accepted

Treasurer: Within budget in every series within total budget. 6 Month certificate will mature in May. We will wait to May meeting to make a final decision about re-investment.

Building Committee: Painting bathrooms again. Using high gloss paint for easier cleaning. Might want to consider using epoxy paint next time. It was suggested that we might want to buy flowers for the grounds before the Board of Library Commissioners meeting.

Old Business:

The Board of Library Commissioners has accepted our invitation to meet here and will have their meeting on May 8. The Trustees will provide lunch at Mario's, the cost to be borne by Trust funds. Approximately 25 people expected. Mssrs. David Reich and Gary Sorkin will come April 25 to make the arrangements.

MLTA area meeting will be here Thursday evening April 24 with about 20 people. Trustees will host. 7 PM for refreshments.

Library Director's Report:

Jim Fish, Director at Arlington, has been appointed the new Director at the State Library. The Town budget review process will most likely occur after the election. Hopefully we will get our request for 30 additional hours of Page help approved at the Council meeting tonight. Business remains very good. We are running many special events this week, which is school vacation week. Featured is "The Kids on the Block" a puppet show teaching children about handicaps. The security in the childrens room is working. The long lost book of Trustees minutes has surfaced and has been restored to the library.

Adjournment: 1PM

Date of next meeting: May 27, 1980

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MINUTES OF 5/27/80 MEETING

Present: Lenti, Lewis, Mills, Pioppi, VanVooren, Morrill, Dumas, Bryan

REPORTS:

Secretary: Minutes of 4/22/80 meeting read and accepted

Treasurer: We are within budget in all categories; the 6 month certificate matures tomorrow-we have about \$14,000- it was decided to re-invest the \$10,000 in a 2½ year certificate

Building Committee: Stone wall has been rebuilt; lawn reseeded after last fall's construction work; flowers should be planted in June

OLD BUSINESS:

The MLTA workshop of April 24, held here, was well attended and successful. The Board of Library Commissioners Meeting held here May 8 was attended by over 30 people. We have received two very complimentary letters thanking us for hosting the event-on from Sol Rosenbaum, Chairman BLC and one from David Reich, Executive Director BLC.

LIBRARY DIRECTOR'S REPORT:

Mr. Boyer made an "error" concerning the proposed change in the personnel by-law, and has recommended a change for the Director's position to Grade 19, step 3 instead of Grade 20 step 2 as requested by the Board. It is too late, and also probably impolitic, to try and rectify this at the present time. We should try to arrange a meeting with the Council Sub-Committee to discuss the fate of our proposed budget and the grade change.

Second notices for overdue books will not be sent anymore. We should talk to Bay Path again and try to find out what has happened about the new signs for the library that they promised to make. We would like two new signs with metal posts to prevent rot.

NEW BUSINESS:

It was voted to close the library on Saturday July 5 in order to give the staff a three day weekend over the Fourth of July holiday.

We may need to think seriously about creating a Friends of the Library group here in Southbridge. It was agreed to talk to Mrs. Smith who is interested in starting such a group.

Adjournment: 1PM

Next meeting: June 24, 1980 Noon Pioppi Room

TRUSTEES OF THE JACOB EDWARDS LIBRARY

AGENDA FOR JUNE 24, 1980 MEETING

REPORTS:

Secretary: Minutes of May 27, 1980 meeting

Treasurer:

Building Committee: Flowers planted (donated from usual source); last bathroom is being repainted

OLD BUSINESS:

Election of officers-required annually at this time by by-laws of the Board

Budget passed by the Town Council on June 16, 1980 in the amount of \$183,822.00 which represents a 13.6% increase; The personnel by-law changing the grade of the Library Director to Grade 19 was passed unanimously on June 23.

LIBRARY DIRECTOR'S REPORT:

We will finish the fiscal year on target and in the black; business continues to grow- we have increased our circulation by 18% in the last two years; Bay Path claims that we never requested them to make us new signs; this is the second time in two years that they have ignored our request for a project- we may want to pursue another source

NEW BUSINESS:

Change in billing procedure for lost materials to conform with regional system practice: fiction #12.00, non-fiction \$18.00, Records \$8.00, magazines \$3.00, pamphlets 1.00

Does the Board wish to require fewer than four trustee signatures on the vouchers each week? The Town does not require any- it is a discretionary matter

If the Board wishes to make a visible capital expenditure I recommended that we purchase a professionally made modular circulation desk that will substantially increase efficiency through the centralization of related tasks, while allowing us to function with reduced staffing- this would be paid entirely from Trust funds.

Adjournment:

Next meeting date: September 23, 1980 noon Pioppi Room

SPECIAL MEETING OF BOARD

AUGUST 5, 1980

Discussion on purchase of circulation desk; it was felt that the proposed cost of a commercially manufactured desk might be prohibitive; therefore Mr. Bryan will draw functional plans for a new one and efforts will be made to see if it could be built locally at a substantially reduced cost.

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MINUTES OF 9/23/80 MEETING

Present: Morrill, VanVooren, Mills, Dumas, Lenti, Bryan

REPORTS:

Secretary: Minutes of 6/24/80 and 8/5/80 read and accepted

Treasurer's Report: a written annual report was distributed to all Board members, read and accepted; the Technical Information Center account was transferred to the general gift account; it was agreed that four of the seven Trustees would continue to sign the vouchers

Building Committee: Sandblasting of fire escape has begun; T.P.Morin will paint it; We're getting new posts for the signs; someone must be found to do the lettering; the trim on the new wing needs to be painted; requests for thermally lined drapes for the main room and new record storage bins have been sent to Bay Path; A new circulation desk will be made at cost by the Hospital cabinet shop, to plans drawn by Mr. Bryan

OLD BUSINESS:

We are short of staff- when someone is out sick or for any other reason it is rugged trying to arrange coverage

Proposition 2½- it was decided that the Board should not take official action

The bookmobile will return October 6

It was agreed that the building could not be left open for use by community groups after closing hours because of the legal obligations and risks incurred

LIBRARY DIRECTOR'S REPORT:

We have entered on a new phase of activity with the elementary schools and are sending the Children's librarian into the schools for classroom visits as well as inviting classes to come to the library. This program is being very well received to date.

NEW BUSINESS:

Adjournment: 1 PM

Date of next meeting: October 28, 1980 noon Pioppi Room

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MINUTES OF 10/28/80 MEETING

Present: Pioppi, Mills, VanVooren, Lenti, Lewis, Dumas, Bryan

REPORTS:

Secretary: Minutes of 9/23/80 meeting read and accepted

Treasurer: report postponed to 11/25/80 meeting

Building Committee: The Hospital cabinet shop will build the new circulation desk; The sandblaster working on the fire escape botched the job and sandblasted 30 storm windows-no satisfactory settlement as of the present; the replacement sign posts split in the kiln and Mr. Caplette will try to recycle some telephone poles to replace them

OLD BUSINESS: It was agreed that the price of the Gillon books would have to be raised to \$6.00 since the list price had gone up; if Prop. 2 $\frac{1}{2}$ passes we are facing the probability of major cuts

LIBRARY DIRECTOR'S REPORT:

There is a strong possibility of a merger of the Board of Library Commissioners and the State Library under a reorganization study sponsored by the Governor; Circulation remains high- business continues to grow over previous levels

NEW BUSINESS:

Library collections of Annhurst College will be sold through sealed bid auction. Worth investigating. Holiday hours as follows:

Close Wednesday 11/26 at 5:30, closed Thursday, resume normal hours 11/28

Close Wednesday 12/24 at 1:00 closed Thursday, resume normal hours 12/26

Close Wednesday 12/31 at 1:00, closed Thursday, resume normal hours 1/2/81

Adjournment: 12:58 PM

Date of next meeting: 11/25/80 noon Pioppi room

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MINUTES OF 11/25/80 MEETING

Present: Morrill, Mills, VanVooren, Lewis, Pioppi, Dumas, Lenti, Bryan

REPORTS:

Secretary: Minutes of 10/28/80 meeting read and accepted

Treasurer: We are below budget in some areas, above in others; things will level off

Building Committee: Signs are completed and will go up as soon as a town crew is available; a letter has been sent to the sandblaster who damaged the windows and the Town Attorney has been contacted; the only man who really understands the furnace problems has retired; a new thermostat should be installed

OLD BUSINESS:

Proposition 2½: we really won't know where we stand until May or June of next year

We cannot bid on the books from Annhurst College library due to the large size of the bid lots

LIBRARY DIRECTOR'S REPORT:

the Governor's Commission has recommended that the Board of Library Commissioners be merged with the State Library and the joint agency be placed under the Board of Regents

Meredith Emery will be out for a while with pneumonia

A couple of top flight automation experts have been hired to hold a workshop in Worcester dealing with all aspects of library automation

Bay Path is working on the bins and the drapes are in progress

NEW BUSINESS: Board voted not to install a pay telephone in the building; we have received a gift of \$2611 from the AO for a reading enrichment program

Adjournment: 1PM

Next meeting: 12/23/80 12 noon at Mario's Restaurant

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MINUTES OF 12/23/80 AND 1/8/81

REGULAR MEETING 12/23/80

Present: Mills, Lenti, Pioppi, Morrill, Dumas, VanVooren, Bryan

Reports:

Secretary: minutes of 11/25/80 meeting read and accepted

Treasurer: we are above book budget, but below budget in other areas; it will level off

Building Committee: the windows which were sandblasted are gradually being replaced by the sandblaster

OLD BUSINESS:

The painting of Globe Village hanging in the library is very valuable and should be insured along with a few other fine arts items. Who is the owner? Who pays for the insurance?

The new circulation desk is under construction by the hospital carpentry staff

The attempt at recovering lost and overdue materials has received great publicity. Should there be tougher requirements for obtaining a library card? Proof of residence?

The Board expressed appreciation to the Director for the beautiful Christmas tree set up in the library

LIBRARY DIRECTOR'S REPORT mixed in with above

NEW BUSINESS: A letter from the Library Director, Mr. Bryan, submitting his resignation from that post as of Feb. 28, 1981 was read. The resignation was accepted with regret by the Board and their best wishes were conveyed to Mr. Bryan.

Adjournment: 1 PM

Next meeting: Special meeting January 8, 1981 noon Pioppi room

SPECIAL MEETING concerning the search for a new Director January 8, 1981

The entire Board met and drew up an acceptable advertisement for the job of Library Director. the position will be advertised on the New England Library Jobline; in the BLC notes, the Regional newsletter and postings will be sent to three graduate library schools. It will also appear in the Southbridge News. Closing date for applications is Feb. 6, interviews should be over by Feb. 20, Mrs. Petrelli will be asked to be acting Director with a commensurate increase in salary. Trustees will pay moving expenses of new Director.

Next meeting: February 3 at Public House

Noon