

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MINUTES OF 2/3/81 MEETING

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

Reports:

Secretary: Minutes of 12/23/80 and 1/8/81 read and accepted

Treasurer: financial balance in operating budget much the same as last month; letter from new Trust Officer, John Dolan, mentioning accumulated funds in Grace Edwards Trust at \$24,000

Building Committee: new drapes from Bay Path will be hung soon; the first piece of the new circulation desk has been delivered

OLD BUSINESS:

It was voted to submit a proposed budget of \$191,189.40 to the Town Manager for FY 82, although this is slightly above the zero dollar increase requested. A list of possible cuts was also submitted, but not recommended. It was the sense of the Board that if the Town would accept the slightly higher budget figure, the library would be willing to reinstitute a system of fines for overdue materials in order to generate income.

It was voted to appoint Mrs. Petrelli acting acting Library Director as of March 1, 1981 until a permanent Director is hired and on the job. She will receive a temporary salary increase to grade 19-minimum

The portrait of E.D. Ammidown has been restored and returned. It needs a frame. The discussion as to whether it will be a gift to the Cultural Center or a long term loan was tabled.

Director search: candidate's folders at Ray's store

LIBRARY DIRECTOR'S REPORT:

The film projector and screen which we loan out were destroyed in an auto accident. It was voted that the funds to secure a replacement (rebuilt) machine could be taken from the gift account, and the account would then be reimbursed by the insurance settlement.

The circulation for calendar year 1980 set an all time high record at 111,630 which is a 7 or 8 % increase over last year

NEW BUSINESS:

Telephones are still a problem. Should the library install a private phone system? Keep record of phone use by non-employees, especially kids.

Trustees gave Arthur Bryan the World War I library poster

Adjournment: 2 PM

Date of next meeting: 2/24/81 noon Pioppi Rm

TRUSTEES OF JACOB EDWARDS LIBRARY
MINUTES OF MARCH 24 MEETING

1981

Present: Lenti, Van Vooren, Mills, Dumas, Petrelli

REPORTS:

Secretary: minutes of 2/3/81 meeting were read and accepted.

Treasurer: We are running about 4% below budget for this year. A little over on books, below on other items.

Library Director: Circulation figures are about average for Jan and Feb in comparison to 1980.

Building Committee: M. Talisman has looked at gutter leaks and will do needed work when everything is dried out.

Jim Griswold, Custodian, reports poor condition on boiler room door. It should be replaced before next winter.

Nel Corriveau is lowering the ceiling in the staff bathroom on the main floor.

The new charging desk should be installed in the next few days.

OLD BUSINESS:

Elderly Home Care Insurance paid for replacement of new 16mm projector and screen which were damaged in a car accident, In use now.

Ron Latham of Athol has been hired to fill the vacancy left by Arthur Bryan. It was an unanimous vote on February 26, 1981. Mr Latham was called on February 27 and he accepted on March 2, 1981. He was hired at Scale 19 step 1, and allowed up to \$900 for moving expenses, He is allowed up to 6 months to move here. He will begin working the first part of May.

ACTING LIBRARIAN'S REPORT:

Will make do until May 1, 1981, but feel the loss of 2 CETA employees. Perhaps Regis College will be able to supply us one or two students over the summer, on the work-study program that would only cost \$600.

NEW BUSINESS

It has been suggested that people are removing materials from the History Room. Perhaps important material should be reproduced on microfilm, especially for geneologists.

Joe Capillo will have a display at the library in early May on his 35 years in the newspaper business, with photos of local interest, etc.

Next meeting will be April 28, 1981. Ron Latham will be invited to attend.

TRUSTEES OF JACOB EDWARDS LIBRARY
MINUTES OF APRIL 28, 1981 MEETING

Present: Lenti, Van Vooren, Mills, Dumas, Morrill, Lewis, Pioppi, Petrelli

REPORTS:

Secretary: minutes of 3/24/81 meeting were read and accepted.

Treasurer: We are running about 4% below budget for this year.

New charge-out desk has been paid for. Dan Morrill suggests that we show how much we have cut out and saved in this Budget year at Budget Review.

Building Committee: M. Talisman is waiting for the right material to fix the gutters.

We'll ask Nel Corriveau to fix the boiler room door.

Kathy Sullivan from Regis College would like to work/study this summer.

But we still have to hear from the College.

Parking on Foster Street - There will be no parking on Foster Street soon.

It's decided that we do not have the money to use for lights in the parking lot.

Joe Capillo will be approached as to exactly where he will have his display of old photos.

Should we charge for delinquencies?

We wouldn't make money, but the town would. We would get our material back more quickly. We'll wait for the librarian to help make that decision.

The next Meeting will be May 26, 1981

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MAY 26, 1981

Call to order: 12:10 p.m.

Present: Lenti, VanVooren, Mills, Morrill, Pioppi, Lewis, and Latham

REPORTS:

Secretary: minutes of the April 28, 1981 meeting were accepted as written.

Chairman: Latham welcomed to library. Lenti reported on the budget hearing before the joint subcommittees of the Town Council and the town's Finance Committee held at the library May 6, 1981. Those committee and Council people attending seemed willing to accept the library's budget as submitted.

Building Committee: Lewis reported that Talisman had secured the materials for the repair of the library's gutters and was presently working on them. The boiler room door problem has not yet been resolved. There was considerable discussion relative to the need for a line item in the library's annual budget for the repair and replacement of the library building. In response to a comment regarding the need for paint on the exterior trim of the library building, The Trustees generally agreed that the job should be budgeted next year. Lewis will get rough estimates.

Circulation figures for April are up from 1980.

Kathy Sullivan, student from Regis College who requested a work/study placement at the library this summer, was notified by Regis that she was awarded a work/study grant for use on campus. It does not appear that the library will benefit from work/study assistance this year.

Joe Capillo is expected to place his photography exhibit at the library during the beginning of June.

Latham reported on the current status of the Ammidown portrait which was recently reconditioned. There is no frame in the library attic that will fit. The details of the restoration arrangements are apparently not in writing. The Board generally agreed that Latham should contact Art Bryan, the previous library director to check on the agreed upon arrangements.

Latham discussed the current overdue library materials situation at the library, indicating that roughly 50% of the materials currently in circulation are overdue. By most library standards, anything over 10% is unacceptable. Latham indicated that he felt some form of fine or lateness charge was inevitable if the library wanted to get a handle on this situation. He noted that the library staff was studying the situation and would have a policy recommendation ready for the next Trustees meeting.

The next meeting will be June 23, 1981.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JUNE 23, 1981

Call to order: 12:15 p.m.

Present: Lenti, VanVoran, Mills, Lewis, Dumas, Latham.

Latham explained the Policy and Procedures Manuals provided for each trustee and to be kept at the library.

REPORTS:

Secretary: minutes of the May 26, 1981 meeting were accepted as written.

Treasurer: 8½% below budget as of end of May. Over \$19,000 currently in savings, checking and term certificate accounts. Dumas suggested Board invest \$10,000 in a six month term certificate. So moved by Mills. Seconded by Dumas. So voted.

Chairman: Fy 82 budget passed through Town Council without question.

Building Committee: Gutter repairs performed by Talisman effective - building no longer leaks. Concern expressed regarding potential for back-up from pigeons nesting in gutters. Suggested library director contact fire department for use of ladder to clear nests from gutter. Suggested that library custodian repaint post at entrance to staff parking lot.

Reception for Joe Capillo tentatively scheduled for August 5, 1981 at 7:00 p.m. Concern expressed with regards to possible conflict with garden tour in Sturbridge (8/6) and whether holding the reception the first week after shop vacation was a wise choice. Latham will discuss the suggestions with Mr. Capillo.

Latham reported that the Ammidown portrait was at the framers.

Latham presented the staff recommendation for a revised overdue materials policy. There was considerable discussion on the relative merits of a per-day fine system as opposed to a service charge. The Board generally agreed to try the service charge. After discussion regarding the posting of overdue notices, it was generally agreed that, as a goal, the first notice/reminder (at a charge of \$.50) should be sent seven days after the due date, and the second notice (at a charge of \$2.00) should be sent ten days after the first. The new policy will take effect July 1, 1981.

Latham reported on the automation grant proposed by the CMRLS. He explained that if the Jacob Edwards Library would automate as part of this project, the estimated cost would be \$40,700, \$12,000 of which would be picked up by the grant. For this, the library would get a computerized circulation system and automated access to bibliographic holdings of the Jacob Edwards Library and all other participating libraries in the project. Latham emphasized that the grant was subject to approval for LSCA funds. The Board voted to participate in the project contingent

JUNE 23, 1981 MEETING MINUTES (cont.):

upon successful funding of the proposed automated system from local sources. Board reserved the right to revoke support should local funding become a problem.

Board discussed whether automation project could be tied in with a building program. Latham was requested to develop a statement of need for the proposed library addition. Suggested needs included a historical "vault" or calamity-proof room for storage of historical records; providing handicapped accessibility to entire library facility; removing five level stacks; and redesign of traffic flow for more secure operation.

Board members were invited to meet with trust officer from Boston during his visit to Southbridge on July 2, 1981.

Next meeting July 7, 1981.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
SPECIAL MEETING MINUTES
JULY 7, 1981

CALL TO ORDER: 12:10 p.m.

Present: Lenti, VanVoran, Mills, Dumas, Morrill, Pioppi, Lewis and Latham.

REPORTS:

Secretary: Minutes of the June 23, 1981 regular meeting were accepted as written on the motion of Mills and second by Pioppi.

Lewis expressed concern that the automated library systems that the Western and Central Massachusetts Regional Library Systems are planning, and the Board tentatively agreed to participate in, be compatible with future systems to be implemented throughout the state and nation.

Latham reported that the Capillo reception was again postponed, this time to Wednesday, August 12, 1981.

Latham provided the Board with a rough draft report on the needs for building expansion. His report emphasized the need for increased efficiency, both in terms of use of existing staff and building facility. Highlighted in the reports were needs to be addressed in the children's room, reference department, periodical and microform room, music listening area, maintenance service area, administrative office space, technical services space, historical room, general building security, handicapped accessibility, miscellaneous supplies inventory control, library automation, and climate control for the library. The Board discussed the need for policy decisions regarding the use of an expanded local history collection (i.e. general policy statement, acquisition and weeding).

Lenti asked for volunteers to serve on subcommittee to study building expansion needs. Mills, Lewis, Morrill and Latham will serve.

Next regularly scheduled Board meeting will be Tuesday, September 22, 1981 at 12:00 noon.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
SEPTEMBER 22, 1981

Call to order: 12:01 p.m.

Present: Dumas, Morrill, Mills, Lewis, Pioppi, Latham.

REPORTS:

Secretary: Minutes of the July 7, 1981 meeting were accepted as written.

Treasurer: Dumas presented the annual treasurer's report providing a summary of funds under custody of Trustees, and analysis of the Trustee's checking account, Gift Account, Pilsudski Book Fund, Robbins Memorial Fund, Reserve for Building Maintenance and Repairs, and the 2½ year term deposit account. Latham indicated that copies of this report would be placed in the Trustee's policy and procedures notebooks. Dumas reported on a letter from Mr. John Dolan, Trust Officer for the New England Merchants National Bank, inquiring as to the status of our plans for expansion. The Board generally agreed that the treasurer contact Mr. Dolan to inform him that our plans are progressing, but that we would not be seeking funds from the Edwards Trust or the Wells Foundation during this funding cycle.

Building Expansion Needs Committee: Latham, reporting for the Committee, explained the proposed changes developed over the course of several committee meetings during the summer. He indicated that by consensus of the committee, an addition was not in the best interest of the library at this time, that money would be better spent renovating and redecorating the existing facility. Latham distributed a listing of service and facility needs that included all of the proposed changes. Morrill suggested that the list would be more helpful if Latham provided some form of priority coding. All agreed that cost estimates were needed.

OLD BUSINESS:

CMRLS Automation Grant: Latham reported that the Board of Library Commissioners had approved funding for the CMRLS Automation Proposal. The grant represented the largest single LSCA grant ever awarded in Massachusetts. The grant money will cover the costs of converting the holdings of participating libraries. Each library will be responsible for raising the funds to purchase the equipment.

Amidown Portrait: Latham reported that the painting has been restored and framed. The Board generally agreed that it should be retained by the library.

Overdues - Status Report: Latham reported that the new fine system seemed to be effective, and that a two month follow-up survey indicated the percent of overdues to be reduced.

NEW BUSINESS:

Reorganization: Latham indicated that according to Trustee By-Laws, the Board is supposed to reorganize each year following the annual town appointments to the Board. He noted that the minutes from the past couple of years suggest that officers have not been elected. Lewis moved the Board recognize the existing officers. Mills seconded. So voted.

New Staff: Latham reported that Susan Bourgault of Worcester has been hired to the position of Children's Librarian; George Legassey of Southbridge hired as Bookkeeper; and Renate Kendall hired as Reference Assistant. He presented to the Board revised job descriptions for the positions of Children's Librarian, Bookkeeper, Reference Assistant, Library Technician, Library Page.

History Room Policy: Latham presented the Board with proposed revisions to the policy on History Room use.

The Board discussed the issue of food and drinks consumed in the library. By general agreement, if the consumption of these items poses no real problem, the Board felt that a policy was not necessary to regulate the practice.

The Board discussed the issue of dogs in the library. Because the current situation was not a problem, the Board generally agreed that a policy was not necessary.

DIRECTOR'S REPORT:

Latham indicated that the annual report of the library was in the notebooks and submitted to the Town Manager's office; the library was broken into in August for a loss of about \$25.00; the Capillo reception was a success; an elderly woman fell on the library's front steps pointing out the need for railings on the forward section of steps; and the stair treads are in desperate need of replacement.

ADJOURNMENT:

The meeting adjourned at 1:15 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
OCTOBER 27, 1981

Call to order: 12:15 p.m.

Present: Lenti, Dumas, Morrill, Pioppi, VanVooren, Lewis, Mills, Latham,
and Town Manager Donald Jacobs.

Susan Bourgault, the recently hired Children's Librarian, was introduced
to the Board.

REPORTS:

Secretary: Minutes of the September 22, 1981 meeting were accepted as written.

Treasurer: Three months into the current fiscal year, the library is 25%
below budget which is where we usually are at this point. A letter
was written to Mr. John Dolan, Trust Officer of the New England
Merchant's National Bank, indicating that the Board would probably
not be soliciting grant monies for a number of anticipated library
projects until sometime in 1982.

The following slate of officers was nominated by Paul Mills:

Raymond Lenti	Chairman
Marcelle VanVooren	Secretary
Daniel Dumas	Treasurer

Seconded by Morrill. So voted unanimously.

Latham discussed the time chart for the proposed implementation of the
regional automated circulation system. Several concerns were
addressed, and Latham indicated that the proposed system would
not realize the library any savings of local expenditures, nor
would it generate any significant increase in circulation. Mr.
Jacobs discussed his concerns with computerization on a town-
wide application. Jacobs encouraged the library to pursue
the project, getting more details on costs and savings (other
than monetary).

Latham reported that he was continuing to get estimates on the proposed
renovations outlined at the previous meeting.

Latham indicated that there was at present no policy governing the use
of the library's meeting rooms. He recommended that the Board
adopt some guidelines and presented a sample for the Board's
consideration. The Board discussed the idea of charging fees
for the use of the rooms. The Board generally agreed that more
study had to be done on the subject and requested Latham to
gather sample policies from other libraries, and to look into
the issue of liability should someone be injured while at a
meeting for which the room was rented.

Latham indicated that a new ad hoc committee has been formed in the
Central Region to study the issue of non-resident use of local
libraries. He indicated that he was serving on this committee
and would be reporting back to the Board as he receives

additional information on the subject. He suggested the Board give the subject some thought with the idea of perhaps taking a stand on the issue at some later date.

As of July, municipal department can retain fees they collect (subsequent to the approval of Town Council). Mr. Latham did not favor this option. Dumas suggested the monies collected continue to be turned over to the general fund.

Mr. Jacobs brought to the attention of the Board the lack of adequate lighting in the public parking lot behind the library.

The meeting adjourned at 1:22 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
NOVEMBER 24, 1981

Call to order: 12:05 p.m.

Present: Lenti, Dumas, VanVooren, Pioppi, Morrill, Lewis, Mills and Latham

REPORTS:

Secretary: Morrill moved the minutes of the October 27, 1981 meeting be accepted as read. Mills seconded. So voted.

Treasurer: Dumas reported that the library was 17% below budget as usual for this time each year. He also indicated that the Term Certificate for \$10,000 will mature on December 29, 1981. It was moved and seconded to renew the certificate for six months.

The Library Bill of Rights amended and accepted by the American Library Association in January 1980 has not been endorsed by the Jacob Edwards Library Board, reported Latham, who noted we last endorsed the Bill of Rights in 1967. Latham recommended the Board vote to endorse the 1980 revision. No motion. In conjunction with the discussion of Library Bill of Rights, it was reported that children have been using the library during school hours when they should be in school.

In discussing a Room Use Policy, Latham outlined several areas of concern. He suggested that if the Board decided to opt for charging fees for the use of rooms, that he felt comfortable with the type of breakdown used by the Fitchburg Public Library:

CATAGORIES OF GROUPS

- A. Government division and library group - no fee
- B. Non-profit and advocacy groups - no fee
- C. Membership organizations - fee
- D. Profit-making groups - fee

After considerable discussion, it was generally agreed that: some form of fee structure would be amenable; the function of the study rooms on the top floor is in question (more emphasis should be placed on the availability of this area for quiet study); all meeting/study rooms should be available to the public on a first come, first served basis; some form liability disclaimer should be written into any meeting room use policy; and further discussion was needed on the subject.

Latham reported that the Automation Task Force made up of the prospective participating libraries in the Automation Project will be meeting in Southbridge on December 9. The Board voted to allocate up to \$25.00 from trust funds for refreshments.

Latham reminded the Board of Mr. Jacobs request to have the library install lights in the Library's parking lot. Latham added that the Central Baptist Church would be interested in sharing the expenses for this project. It was generally

agreed that Mr. Latham communicate with Mr. Jacobs the Board's feeling that because the lot constituted public parking, it should be the town's responsibility to light it. The Board generally agreed that the costs of installing and maintaining lighting in the parking lot should not come out of the library's budget.

Latham reported that a number of truants were spending time in the library when they should be in school. The Board generally agreed that during school hours, children at the library should be questioned as to why they are not in school. If there is no legitimate reason for being absent from school, the library staff is to call the school.

Latham presented the Board with a recommended Christmas and New Years holiday schedule:

Thursday	Friday	Saturday
12/24	12/25	12/26
10 - 3	Xmas	closed
12/31	1/1	1/2
10 - 5	New Yrs	10 - 4

Dan Morrill moved to accept as presented. Paul Mills seconded. So voted.

Lewis discussed the organization of a Friends of the Library group, relating to the Board some of the presentation he heard at the recent Massachusetts Library Trustees Association meeting in Sturbridge. Mills noted that it was becoming increasingly more difficult to solicit reliable volunteer help for any organization.

The meeting adjourned at 1:25 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
DECEMBER 22, 1981

Call to order: 12:05 p.m.

Present: Lenti, Dumas, VanVooren, Morrill, Lewis, Mills and Latham.

REPORTS:

Secretary: Lewis moved the minutes of the November 24, 1981 meeting be accepted as written. Mills seconded. So voted.

Treasurer: Dumas reported that the library was 13% below budget. He indicated that the six month certificate would be renewed as of December 28, 1981 at 12.88%.

Library Bill of Rights was accepted by the Board on a motion by Mills and second by Morrill.

Morrill moved to accept the Meeting Rooms Policy. Seconded by Dumas. So voted.

Latham presented the proposed budget to the Board. He explained that the increases in costs could be attributed to the ongoing costs of the automated circulation system planned for the library. Morrill moved to accept the budget as presented. Dumas seconded. The vote was unanimous in favor of acceptance.

Latham explained that the Board needed to revise the charges the public is assessed for replacing a lost borrower's card. He explained that \$.30 was written on all the cards yet the library was charging the public \$.55, which included postage of the new card to the borrower when the card arrived at the library. Latham explained that the library had to pay its supplier \$.40, and recommended the Board adopt a replacement charge of \$.50. So voted.

Latham reported that the issue of lighting the parking lot was turned back to the Town Manager. The Trustees were invited to the staff's Christmas party on Thursday, December 24 at 2:00 p.m. Latham reported that the Automation Task Force meeting on December 9 at the Library was a success.

The Board discussed the funding of the Automated Circulation Project, breaking the \$48,000 needed into four equal parts:

Conversion labor (grant)	\$12,000
Equipment	
Library Trust	12,000
Local private sources	12,000
Ongoing costs (annual expense)	12,000
	<hr/>
	\$48,000

The conversion costs would be covered by a grant as yet unfunded. Latham stated that if the Region could not get funding for conversion, Southbridge, as well as several other

interested libraries would not be able to participate in the project. The local equipment costs of \$24,000 would hopefully be shared by Trust funds and private sources such as local industry and service clubs. The final \$12,000 would be assumed by the library's annual budget.

The next meeting of the Board is scheduled for January 26, 1982. Latham hoped to present a slide/tape program to the Board to help them better understand the Automated Circulation system. The meeting adjourned at 1:00 p.m.