

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JANUARY 26, 1982

Call to order: 12:15

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

REPORTS:

Secretary: Lewis moved the minutes of the December 22, 1981 meeting be accepted as written. Morrill seconded. So voted.

Treasurer: Latham, reporting for Dumas, indicated that the State Aid grant for 1982 (\$8,332.50) was again approved by the Board of Library commissioners.

A slide/tape presentation on the automation of central and western Massachusetts library circulation procedures was shown to the Board.

The report written by Latham on the effect of automation on the Southbridge Library was discussed. It was emphasized that proof of savings would be necessary to get support from the town. A variety of funding possibilities were discussed. As discussed at the December 22 meeting, funds would be needed from several sectors. It was suggested that the Board provide some assistance to the town's annual ongoing expenses in the form of a five year commitment of trust funds (exact figures were not agreed upon, nor was any motion made). The general consensus of the Board was to make the initial investment of municipal funds in the project as little as possible. It was suggested that the George Wells Foundation (through Mr. John Dolan at the New England Merchant's National Bank) be approached for possible source of funding.

Latham reported that he had met with Mr. Jacobs, the Town Manager, on two occasions to discuss the FY 83 budget. He explained that these were informal discussions that allowed the library to explain each request. No manager recommendations were made at the time.

Latham reported that the library was beginning to plan for any National Library Week celebration that might be undertaken in April. Some funds will be necessary, and he expected a formal request for use of Robbins Trust monies to be presented to the Board at the February meeting.

Latham indicated that the issue of parking lot lights seemed to be resolved between the Central Baptist Church and the Town - that the Church would finance the installation of lights, and that the Town would pick up the ongoing expenses (not the library's budget). Latham reported that \$300.00 worth of lenses were stolen from one of the library's microfilm machines. A frozen and burst water pipe in the basement caused some minor flooding in the staff lounge.

The Board unanimously voted to give the automation project their top priority for the next two years.

The meeting adjourned at 1:27 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
FEBRUARY 23, 1982

Call to order: 12:07 p.m.

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

REPORTS:

Secretary: Lewis moved the minutes of the January 26, 1982 meeting be accepted as written. Morrill seconded. So voted.

Treasurer: Latham, reporting for Dumas, indicated that the library was within budget.

Lenti presented the Board with a letter signed by him as Board Chairman addressed to Ms Margo Crist, Central Massachusetts Regional Library System Administrator, indicating the intent of the Jacob Edwards Library to participate in the library automation project.

Latham indicated that the automation project was having trouble getting full support from the town manager because of difficulties the town's tax collector's office has had setting up a computerized operation, and the unsuccessful efforts the manager has had in getting a town-wide data processing needs assessment.

Latham reported that the Joint Automation Task Force has narrowed the field of vendors down to three, and would be meeting at the Jacob Edwards Library on February 25 to reduce the field to two finalists and plan strategy for the contract negotiating process. Latham indicated that there would be about fifty attending this meeting for a full day.

Latham reported that the Massachusetts Board of Library Commissioners' requirement that there be six financially committed libraries by March 1, 1982 has been met.

National Library Week will be from April 18 through April 24 this year, and Latham indicated that he had several ideas for the week that would likely require support from trust funds. Included in his suggestions were special childrens programs, bookmark contest, cooperative programs with the Cultural Center, special library brochures and bookmarks printed for the library, a remote broadcast of radio WESO from the library, special coupons for library services to be published in the local paper, and others. The Board generally agreed that support of the Robbins Fund would be available and requested an estimate be made ready for the March 23, 1982 meeting.

The services of Nel Corriveau, the town's carpenter, would be available for the next few weeks to work on renovating the library's technical processing area, according to Latham. Morrill moved that the library spend from trust funds no more than \$1,000 to renovate the technical processing and staff lounge area. Mills seconded. So voted.

Latham reported that several contributions amounting to more than \$400 have been received for the purchase of materials in memory

of Mrs. Margaret Boal; a personnel reclassification study has been planned for non-unionized town employees; a youth was molested in the library stacks (the police were called but no suspect was apprehended); and the Board was briefed on the status of the library's overdue materials and circulation in general. Latham indicated that personnel shortages on staff were making it exceedingly difficult to keep up with the overdue notification process. The first notices are up to date, but the second notices have fallen behind.

The Board generally agreed that when a serious problem arises, as when a child is molested in the library, the police should be called before the suspect is confronted.

The meeting adjourned at 1:05 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MARCH 30, 1982

Call to order: 12:15 p.m.

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

REPORTS:

Secretary: Morrill moved that the minutes of the February 23, 1982 meeting be accepted as written. Mills seconded. So Voted.

Treasurer: Dumas reported that the library was 10% below budget on operational expenses. Dumas also reported on the investment status of certain trust accounts.

Latham explained the program of events planned for National Library Week, noting that the Quinebaug Valley Council for the Arts and Humanities and the YMCA had cooperated in putting together an active calendar of events. Included in this year's celebration for the library will be a bookmark contest, library family of the year contest, a printed calendar of events for children for the week (which is also school vacation week), a coupon for library service printed in the Southbridge News, a poetry reading, and six children's films. Mills moved to allocate \$175 from the Robbins Fund to finance the National Library Week celebration. Morrill Seconded. So voted.

Lenti reported on the progress made in renovating the staff lounge and technical processing areas in the library. He noted that close to \$350 had been spent on the project to date, and an entry way to the technical processing area had yet to be constructed.

Latham reported that the town-wide data processing study was scheduled for April 13-15, with results due back from the consultants by April 30. Latham further indicated that, while the town manager would not be able to offer financial support for the project, he encouraged the library to proceed with its plans to acquire an automated circulation system.

Latham reported that he had been in contact with Mr. John Dolan of the New England Merchants National Bank regarding the Automation Project. Dolan recommended the library communicate directly with Mr. James O'Connor, Vice President at American Optical, regarding the project. Morrill suggested that O'Connor be contacted as soon as possible because other agencies in town were already contacting the George Wells Foundation with funding requests for 1983.

Lewis moved the Board spend \$3500 from the trustee savings account for the basic fee for membership in the Automation Project for FY83. Mills seconded. So voted.

There was considerable discussion regarding the funding of the Jacob Edwards Library's participation in the Automation Project.

It was generally agreed that the region's cluster grant for some equipment and conversion costs should still be actively pursued, but in the event this funding alternative failed, and other grants were unavailable, the Board would assume as much financial support for the start-up expenses associated with the project as the Board could reasonably afford to assure the implementation of automation at the library.

Latham outlined the revisions to the library's FY83 operating budget request recommended by the town manager.

Mrs. VanVooren moved the Board accept the staff's recommendation to revise the library's adult circulation policy. Latham explained that nothing heretofore had been put in writing which made it difficult for circulation desk personnel who must interpret the policy currently in practice. Morrill seconded. So voted.

Latham reported that Mrs. Dawn Clarke, Assistant Children's Librarian, was resigning after five years at the library.

Latham reported that the town's attorney has determined that there is no conflict of interest for Mr. Morrill to serve both as library trustee (appointed by the trust) and as town councilor.

Next meeting is April 27, 1982.

Adjourned 1:10 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
APRIL 27, 1982

Call to order: 12:10 p.m.

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

Catherine Whittemore, recently hired Assistant Children's Librarian, was introduced to the Board.

REPORTS:

Secretary: Morrill moved that the minutes of the March 30, 1982 meeting be accepted as written. Dumas seconded. So voted.

Treasurer: Dumas reported that library expenditures were 2% below budget. He further reported that New England Merchants National Bank, who handles the library's investments, has changed its name to Bank of New England.

Latham reported that there was no word from James O'Connor representing the George Wells Foundation. The Board generally agreed that Mr. O'Connor should be invited to the next Trustee meeting (May 27, 1982) to discuss a possible grant to the library for a computerized circulation system.

Non-resident use guidelines developed by a committee of CRAC were presented to the Board. Latham emphasized that compliance with these guidelines was voluntary at the local library level. No motion was made.

Latham indicated that a surplus of funds was expected in the library's operating budget and presented the Board with a list of repairs to the library building that were needed. Of this list, by consensus of the Board, the repairs were to be executed according to the following priority:

1. Repoint (& silicone treat) brick and masonry around parapet
2. Exterior trim (new wing) and flag pole painting
3. Repair security screens
4. Install railings for lower section of front steps
5. Replace interior stair treads (Foster Street entrance)

Latham reported that he would be requesting a transfer of funds for approximately \$450 from the library's 200 series (supplies) to 400 series (equipment) to cover the costs of three new book trucks.

Latham reported that he had ordered locks for the Children's Room toilets to prevent vandalism.

There was some discussion on a suitable name for the "old staff lounge" recently converted to a multipurpose room for both library and public use. Mills noted that a "memorial opportunity" existed should the library wish to solicit funds to have the room refurbished. By general consensus of the Board, a decision on

naming the room would be postponed.

Latham reported that the National Library Week celebration was a success: bookmark contest awards were presented in all six catagories; the family of David and Linda Roach were presented with the library's Family of the Year Award; preliminary budget hearings before the Human Service Subcommittee of the Town Council is scheduled for Wednesday, April 28 at 7:00 p.m.

Adjourned: 12:45 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MAY 25, 1982

Call to order: 12:10 p.m.

Present: Dumas, Morrill, Pioppi, VanVooren, Lewis and Latham.

REPORTS:

Secretaty: Morrill moved that the minutes of the April 27, 1982 meeting be accepted as written. Lewis seconded. So voted.

Treasurer: Dumas reported that the library was 9% below budget due to unexpended monies in the salary and utility accounts.

Dumas further reported that the six month certificate for \$10,000 would mature in June. The Board generally agreed to defer reinvesting these funds temporarily to assist in the financing of the library's computerized circulation system.

Regarding the computer system, Latham reported that James O'Connor, for the George Wells Foundation, had declined the Board's invitation to attend today's meeting; the official name adopted by the computer project is C/W MARS (Central/Western Massachusetts Automated Resource Sharing); the preferred vendor for the project is DataPhase Systems, Inc.; and agreement for participation was distributed to the Board for their consideration. Latham indicated that the town's attorney had a copy of this document. No action was taken.

Latham reported that estimates were received for masonry repairs and exterior painting. He indicated that the masonry work would require public bids because of the expense involved. Latham noted that the Town Manager had suggested the library give its highest priority to energy-related repairs/improvements (i.e. ceiling fans for the adult service lobby). Latham has requested estimates for fans.

Included in the masonry estimate was a separate item for the construction of a shed attachment to the rear of the library. Lewis indicated that this exterior construction would be the wisest choice for the Board in the long run. The Board generally agreed to postpone the decision on construction until next month when an assessment of the trust funds could be made with regards to the commitment anticipated for the automation project. Latham was instructed to ascertain whether construction using trust funds and costing more than \$2000 necessitated public bids.

Latham indicated that Ruth Wells had requested a status report on the acquisition of a vault for the library. Estimates for insulated filing cabinets are to be forwarded to Paul Mills who will contact Mrs. Wells.

Latham reported that the Town Council passed the FY 83 operating budget without hesitation. He noted that the Trust contribution of \$17,000 was deducted from the total request of \$181,664.

The Board approved Latham's request for \$200 from the Robbins Fund for the children's summer reading club. Latham reported that the library was attempting to organize a cooperative calendar with local agencies offering special programming for children during the summer months.

Latham reported that the library's annual booksale netted \$302.33 this year.

Adjourned: 12:50 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JUNE 22, 1982

Call to order: 12:10 p.m.

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

REPORTS:

Secretary: Lewis moved that the minutes of the May 25, 1982 meeting be accepted as written. Morrill seconded. So voted.

Treasurer: Dumas noted that there would be an anticipated return to the town of some FY 82 operating funds from the salaries and utilities accounts.

It was suggested that Latham solicit estimates on converting the library's heating system to gas.

Chairman pro-tem: It was noted that Lenti was reappointed to the Board by the town. Morrill moved, and Mills seconded, the following slate of officers for the Board for the coming year:

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| Ray Lenti | Chairman |
| Marcelle VanVooren | Secretary |
| Dan Dumas | Treasurer |

So voted.

Building Committee: Lewis indicated that he had worked out an arrangement with the Town Manager to have the town finance the shed attachment to the library. Estimates of \$1,500 and \$1,800 have been received for the masonry work. Nel Corriveau and some CETA employees are expected to assist in the construction of the roof.

Latham indicated that some of the invoices for the C/W MARS project were in. Dumas recommended that the bill for membership (\$3500) be paid immediately, but that the equipment invoice (\$7600) be held off for three weeks. No motion was made.

Latham noted that in preparation for the new computerized system, the library would have to do a complete inventory. He explained that this would necessitate closing down the library at some point in the latter part of August, and discussed a number of options for closing. No motion was made. The Board generally agreed that the decision of when to close should be made by the staff, with as little inconvenience to the public as practical.

Latham reported that the town's attorney could not give a definitive ruling on whether the Board must bid construction expenditures in excess of \$2000 using trust funds. Her recommendation was to bid to be safe.

Mills reported that Mrs. Ruth Wells would purchase an insulated file cabinet for the library, and that she would donate family documents that may be appropriate for the library's historical collection. The Board recommended that representatives of the library be appointed to sort through the materials. Mob McMaster and Arthur Kavanagh

were recommended as qualified representatives.

Morrill moved that a nomination be prepared for Ted Lewis as the Massachusetts Library Trustees Association's trustee of the year. Mills seconded the motion. So moved.

It was generally agreed by the Board that the Worksite Guidelines drafted by Latham would be helpful in assuring an acceptable level of performance by new employees, especially temporary appointments as with CETA grants.

Board members were reminded to turn in their membership forms for MLTA to the library for payment.

Latham reported that the painting of the flagpole and trim at the library was in progress; new ceiling fans in the adult section have been installed; locks on the toilets in the children's room have been installed; and the library would be receiving three CETA youths for the summer.

Adjourned: 12:50 p.m.

*TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
SEPTEMBER 21, 1982*

Call to order: 12:12 p.m.

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

REPORTS:

Secretary: Morrill moved that the minutes of the June 22, 1982 meeting be accepted as written. Dumas seconded. So voted.

Treasurer: Dumas reported on the closing balances of FY82 and the status of trust accounts.

Chairman: Lenti read a letter of resignation from Ms Susan Bourgault, Children's Librarian. A second letter read was from Ms Mary Silverberg, Chairman of the Central Massachusetts Regional Library System's advisory council, soliciting nominations for the Massachusetts Board of Library Commissioners.

Mills moved that the Board endorse the resolution submitting Edgar Lewis' name in nomination for the Massachusetts Library Trustee Assn.'s Trustee of the Year Award. Morrill seconded. The motion was unanimously passed.

Lewis reported on the progress of the addition to the rear of the library.

Lenti reported on the contract signing ceremony for the C/W MARS project. Latham indicated that the library had inventoried close to 80% of the collection to date, and was further along than any of the other libraries participating in the C/W MARS project. Latham further reported on the application that was submitted to the G.W. Wells Foundation for support of the project.

The Board discussed the idea of soliciting a memorial donation for the refurbishing of the library's conference room.

Latham explained the new law recently enacted effecting libraries in Massachusetts (Chapter 322 of the Acts of 1982) which requires libraries have a written policy for the selection of library materials and the use of materials and facilities in accordance with standards adopted by the American Library Association; and that local boards of trustees must also have written employment contracts with all employees who are not eligible for collective bargaining. Latham noted that the Jacob Edwards Library would be hosting a workshop for Central Massachusetts librarians and trustees that would discuss the implementation of this law.

The Board discussed a number of options for staffing future library booksale that would eliminate or reduce the burden currently on library personnel. The Board requested counsel from the town's attorney, regarding some of the proposed options.

As part of the Director's Report, Latham submitted his annual report for FY82, indicated that Cathleen McCullough had been hired as children's librarian, noted that the insulated file purchased by Mrs. Ruth

Dyer Wells had been delivered and that Robert McMaster and Arthur Kavanagh had agreed to sort through the documents offered to the library by Mrs. Wells, reported that the library had been burglarized on September 5 with a loss and damage estimate of \$534, and added that of the three CETA employees placed at the library during the summer months, one had been hired on as a part-time high school page.

The meeting adjourned at 1:15 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
OCTOBER 26, 1982

Call to order: 12:07 p.m.

Present: Dumas, Morrill, VanVooren, Pioppi and Latham.

REPORTS:

Secretary: Morrill moved that the minutes of the September 21, 1982 meeting be accepted as written. Pioppi seconded. So voted.

Treasurer: Dumas indicated that the library was on budget for the first three months of the fiscal year. He reported that a two year investment certificate would be maturing at the end of November. He recommended that the Board take no action on this item until the November meeting of the Board.

Latham reported on the progress of the library addition. The door and door hardware are still backordered; and there is a problem with the door opening being too small. Lewis is discussing the issue with the contractor.

Latham reported that the C/W MARS project was progressing well, that the central site hardware was recently delivered to Anna Maria College, and that another User's Council meeting was scheduled for October 29 in Southbridge.

No word has been received yet on the nomination of Ted Lewis for the MLTA's annual Trustee of the Year award.

Latham reported on the clarification offered by the town's attorney regarding the use of volunteer organizations to help in future booksales at the library.

Morrill reported on the Due Process Law workshop held in Southbridge. The law requires that the library trustees negotiate a contract with the library director and develop a facilities use policy. Dumas suggested that Latham develop a contract and submit it to the Board for their approval, and that Latham draft a facilities use policy for the Board's consideration.

Latham reported that he was looking into a proposal by the Savin Corporation to have a photocopier placed at the library that would generate revenue for the Town of Southbridge.

The Board discussed some of the recent problems the library has had with unruly young adults at the library. It was suggested that Latham discuss the problem with the chief of police.

The meeting adjourned at 12:50 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
NOVEMBER 23, 1982

Call to order: 12:12 p.m.

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

REPORTS:

Secretary: Morrill moved that the minutes of the October 26, 1982 meeting be accepted as written. Dumas seconded. So voted.

Treasurer: Dumas reported that the library was 11% below budget which was normal for this time of year. A term certificate for \$10,000 is due to mature at the end of November. The Board agreed on the motion of Mills, and second of Morrill, that this sum should not be reinvested in any term account pending payments toward the automation project or to the Town of Southbridge.

Chairman: Lenti reported on the Annual MLTA conference held in Sturbridge.

Latham reported on the progress of the C/W MARS project, indicating that as yet no word had been received from the George W. Wells Foundation regarding the grant. The Board generally agreed that a foundation representative should be contacted to see if there is any additional information that they might require to make their decision. Latham also noted that the library had hired a work-study student with a computer background to assist in the data entry for this project.

Sample employment contracts for the library director were distributed to the Board for their consideration. The Board generally agreed to table discussion of this contract until the December or January meeting to allow time to study the details. It was suggested that the Town Manager be invited to the meeting when the item would be brought up for discussion.

Sample display and exhibit policy statements were distributed to the Board for their consideration.

Latham indicated that the FY 84 budget would be brought before the Board at the December meeting. The Board generally agreed to grant to the Town of Southbridge from library trust funds the amount of \$17,000 to be used toward the operation of the library.

Lenti discussed the library's need to develop policy guidelines regarding the acquisition of memorial donations or trust funds or endowments for the library. The Board requested Latham to acquire sample policies from other libraries to see how other Boards have dealt with the issue.

The Board adjourned at 1:05 p.m. The next meeting is scheduled for 12/21/82.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
DECEMBER 21, 1982

Call to order: 12:05 p.m.

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

REPORTS:

Secretary: The minutes of the November 23, 1982 were approved as written on a motion by Lewis, second by Dumas.

Treasurer: Dumas indicated that the library was 2% below budget. Morrill moved that out of the Trustees savings, \$15,000 be invested in a six month certificate, and the remainder of the account be transferred into a higher yield LIA account. Mills seconded. So voted.

Chairman: Lenti emphasized his concern from the November meeting that the library should adopt some guidelines regarding the acceptance of endowments, trusts or memorial donations. He also expressed his desire that past trustees should be acknowledged with some permanent gesture of recognition. He suggested a Trustees' niche be created with small name plaques. The Board generally agreed that Latham should research the names of all trustees who have served since 1915 when the Edwards building was constructed.

Latham reported that the library's request for \$15,000 from the George W. Wells Foundation was approved, and that the library had received a \$10,000 and would receive the final \$5,000 in December, 1983.

Draft budgets for FY 84 were distributed to the Board. The net increase over FY 83 appropriations is \$23,000. The Board generally agreed that the library should fight for additional support for an increased materials and building repairs budget. The Board will study the budget in the next few weeks and further discuss the proposed increases at their January meeting.

Latham reported that there was no further action taken on his employment contract, that proposed language changes suggested by the Town Manager had not been received.

The Display and Facility Use Policy distributed to the Board at the November meeting was accepted by the Board on a motion by Dumas, and second by Mills.

Latham discussed the need to require identification of persons registering for library cards. Lewis moved that change in procedure. Morrill seconded. Unanimously voted.

Latham reported that the staff's Christmas party would be December 23 at 3:30 and that Board members were invited; he noted that the decorating party at the library was a success; and that the Garden Club had come to the library to decorate.

The meeting adjourned at 12:55.

The next meeting will be January 18, 1983.