

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JANUARY 18, 1983

Call to order: 12:05 p.m.

Present: Lenti, Lewis, Pioppi, VanVooren, Morrill, Mills, Lewis and Latham.
Donald Jacobs, the Town Manager, was also present.

REPORTS:

Secretary: The minutes of the December 21, 1982 meeting were approved as written on the motion of Morrill, second by Lewis.

Latham submitted a capital budget request of \$5,500 to replace the library's existing oil burners. On the motion of Lewis, and second by Mills, the request was approved by the Board to be passed on to the Town Manager.

Revised budgets for FY 84 were distributed to the Board. Lewis moved, and Mills seconded, a motion to approve the budget as revised for submission to the Town Manager.

Latham provided the Board with a listing of all Trustees who had served the Jacob Edwards Library since 1915. Lenti indicated that some measure should be taken to recognize the contributions of past Trustees.

The issue of revising the library's hours of operation was discussed in the context of perhaps opening up during the week before 10:00 a.m., and perhaps closing the library on Saturdays during July and August. No motion was made.

Latham, reporting on the progress of the C/W MARS project, indicated that a bill for \$7,600 to cover the costs of our second terminal could be expected this month; that the town would not be contributing to the project this year; and that the implementation of the project was about one month behind schedule. The Board generally agreed that a letter should be sent to the Town Manager indicating the extent of the Library's commitment to the project, and reminding him of the arrangement made last year that would phase in the Town's financial involvement with the project over five years. The Board further agreed that, because the first year's operational expenses were so low, that the Board would assume 100% of the operational expenses for the project for FY 84.

Latham, reporting on the progress of his employment contract, indicated that Town Attorney Neal suggested that the contract need only be negotiated between the Board and Latham, that a separate paragraph(s) could be included outlining the authority and responsibility of the Town Manager. The Board generally agreed that the contract negotiations should be tabled until early spring.

The meeting adjourned at 1:20 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
FEBRUARY 22, 1983

Call to order: 12:02 p.m.

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

REPORTS:

Secretary: The minutes of the January 18, 1983 meeting were approved as written on the motion of Lewis and second by Mills.

Lenti reported that he and Latham had met with Town Manager Jacobs on February 16 to discuss the FY 84 budget request.

Latham reported that the oil burners at the Library were cleaned and efficiency tested, noting that both burners were rated as poor.

Lewis reported that he was having trouble getting a roofing contractor to look at the Library's skylight.

Latham reported that a budget freeze on non-emergency expenses had been imposed by the town manager, which would prohibit the purchase of new books. The Board generally agreed that new books and materials were vital to the library's ability to adequately serve the public. The Board also pointed out the fact that the \$17,000 contributed by the Board to the Town as part of the overall materials budget was on the assumption that the library would be allowed to spend the full appropriated amount of \$38,000. The Board felt, then, that the materials budget should be treated as a contractual agreement between the Board and the town, and should be exempt from the freeze. Latham noted that to date the Board had contributed \$8,750 toward the \$17,000 commitment. The Board instructed Latham to discuss the Board's feeling on this issue with Jacobs.

Latham distributed draft revisions to the Library's materials selection policy noting that the proposed was significantly more detailed than the existing policy. He suggested that the Board study the changes and discuss the revised policy at the March meeting.

Latham reported that the American Optical Company was creating a museum and was interested in some of the library owned artwork important to the company's history. Mills moved that the oil portrait of George Wells be made available to American Optical Company for duplicate, but that it should remain housed at the library. He further moved that the framed photographs of Robert Cole, and the 1907 American Optical Management Team could be made available to the museum on a long term loan. Pioppi seconded. So voted.

Latham reported that two of the library's three terminals for the C/W MARS project had been delivered; that a special joint calendar of events for children had been created by the library, YMCA and QVCAH for school vacation week; and that plans were being formulated for National Library Week coming up in April.

The meeting adjourned at 12:55 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MARCH 22, 1983

Call to order: 12:04 P.M.

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

REPORTS:

Secretary: The minutes of the February 22, 1983 meeting were approved as written on the motion of Pioppi and second by Dumas.

Treasurer: The report of the Treasurer was approved on the motion of Morrill, and second by Lewis.

Lenti reported that the Trust had reappointed Dumas, Morrill, Pioppi and VanVooren to the Board of Trustees for another year.

Lewis explained that as a result of an inspection of the library's skylight by Al DiPietro, he recommended that the Library recaulk the existing glass at a cost of \$100 rather than attempt to have the skylight reglazed. Because of the temporary budget freeze, Lewis suggested that the sum be requested from the Town Manager to have the job done. The Board generally agreed, no motion was made.

Latham reported that an arrangement had been made with the Town Manager to exempt the purchase of books from the temporary budget freeze.

Lenti reported that the Harrington Memorial Hospital had agreed to construct a plaque commemorating the trustees who have served the Jacob Edwards Library since 1915.

Dumas moved that the Board accept the revised materials selection policy that was presented to the Board at the February meeting. VanVooren seconded. So voted.

Latham discussed the proposed plan of events for Nation Library Week in April, which included a cooperative calendar of events for children, a lecture on rare books, family of the year award, champion borrower award, favorite book questionnaire, a "Gong Show" for children, a party for the Youth Volunteers, and a group bikeride. Latham indicated that that the YMCA and the QVCAH were again getting together to plan out the week. Dumas moved that \$200 be appropriated from the Robbins Fund to finance the week's events. Pioppi seconded. So voted. Latham indicated that Patriots Day, a holiday celebrated by the Town of Southbridge, falls on the Monday of this week. He recommended that the library remain open this day, and that library employees be granted a floating holiday. The Board generally agreed that the library should stay open because of the special nature of the week.

The Board strongly encouraged Latham to pursue the acquisition of a coin-operated microcomputer through special funding sources.

Latham reported that overall materials circulation has remained fairly constant for the fiscal year to date, but showed a significant drop in February. He further reported on the preliminary results of the library's collection inventory. Substantial losses were realized in the adult non-fiction collection. The Board discussed several options aimed at preventing or reducing future losses, but generally agreed that further study of the situation was necessary.

The meeting adjourned at 1:10 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
APRIL 26, 1983

Call to order: 12:05 p.m.

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

REPORTS:

Secretary: The minutes of the March 22, 1983 meeting were approved as written on the motion of Dumas and second by Morrill.

Treasurer: Dumas indicated that the library was currently within one percent of budget, which was normal for this time of year.

Latham noted that he had met with Town Manager Jacobs to discuss the FY 84 operating budget, and that it was Jacobs' recommendation to basically level fund all departments, including the library. Latham read a letter he sent to Jacobs regarding the proposed increase in state aid to libraries, which would amount to close to \$5,000 for Southbridge, and indicated that Jacobs intended to wait until cherry sheet figures were received before any changes were made in the budget.

Latham reminded the Board about the staff's request to study the use of the library on Saturdays during the summer. He provided circulation figures for summer use and indicated that there was sufficient circulation to warrant staying open. The Board generally agreed.

Latham discussed the progress of the C/W MARS Project, emphasizing that the intensive training for participants was just beginning, but that projected start up date was pushed back to January 1984.

A proposal for coin-operated microcomputer in the library was discussed by the Board. Dumas moved that the proposal be sent with a cover letter to the selection committee for the George W. Wells Foundation. Morrill Seconded. The Board unanimously agreed.

Latham discussed the library's activities in celebration of Library Week, which included a program on rare book identification, the second annual Library Family of the Year Award, the first annual Champion Borrower Award, a ten mile bike ride, a Gong Show for children, and a "Best Book" questionnaire.

The meeting adjourned at 12:45 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MAY 24, 1983

Call to order: 12:05 p.m.

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

Mills introduced John Dolan, Senior Trust Officer from the Bank of New England, to the Board.

REPORTS:

Secretary: The minutes of the April 26, 1983 meeting were approved as written on the motion of Morrill, and second by Dumas.

Treasurer: Dumas indicated that the library was currently right on budget, having spent roughly 90% of its materials budget. He further reported that a term certificate will expire late in June that he recommended the Board renew. Mills moved to accept the report and recommendation. VanVooren seconded. So voted.

Lewis, for the Building Committee, reported that Al DePietro had yet to repair the building's skylight; and that Frankie DiPietro had agreed to repair the leaks in the new addition by flashing over the exposed wall.

Latham distributed a newsletter from the C/W MARS project and explained how the project was progressing. He indicated that the library had spent \$20,799 on the project to date, \$7,600 of which was Wells Foundation monies, and that the library had an invoice in hand for the third (and final) terminal for \$5,600, and that the library was expecting an invoice for \$12,700 for operational expenses sometime in July.

Latham noted that he and Lenti had met with a Town Council and Finance Committee subcommittee regarding the library's FY 84 budget. The subcommittee unanimously agreed to recommend to the full Council the budget approved by the Town Manager. Latham indicated that this budget was significantly less than the library had originally asked for.

Latham noted that the library some months ago had received five cartons of papers from Mrs. Ruth Wells that related to George Wells and the American Optical Company. Latham reported that the library removed what it could use from the collection and would be shipping the remainder to the American Optical Company.

Mr. Dolan discussed the need for the Board to draft a letter to the Bank of New England requesting that the bank withhold some of the Board's discretionary funds for reinvestment, and that the Board outline some of the long range plans they have for using these funds.

Latham reported that the proposal for a coin-operated microcomputer had been submitted to the George W. Wells Foundation; that Mary Damian would be retiring from the library effective June 3;

that the town's insurance company inspected the building and gave it an excellent rating (although suggesting the library extend the fire alarm system to the attic and replace the emergency lights); revisions to the town's personnel by-laws were explained; a proposed parking ban on Main Street from 9:00 p.m. to 7:00 a.m. was discussed; and two letters regarding the library's celebration of National Library Week were read.

The meeting adjourned at 1:05 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JUNE 28, 1983

Call to order: 12:05 p.m.

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

REPORTS:

Secretary: The minutes of the May 24, 1983 meeting were approved as written on the motion of Dumas, and second by Lewis.

Treasurer: Dumas reported on the status of the trust accounts held locally, noting the upcoming bill for the operation of C/W MARS for \$12,700, and indicating that funds were running low enough locally to prohibit undertaking any additional projects.

Lenti read two items of correspondence, one a note from Mrs. Pioppi acknowledging the plant members of the Board sent her recently, and the other to Mr. John Dolan of the Bank of New England that discussed the bank's withholding of discretionary funds for reinvestment and some of the long range plans.

Latham indicated that the Town Council passed the libraries budget with an increase of \$6,000 from the figure previously reported to the Board. The changes appear in a \$5,000 increase for books, and \$1,000 for the purchase of a bookdrop for Foster Street.

The Board discussed the library's proposal for a microcomputer before the Wells Foundation. The Board generally agreed that as a result of discussions with Mr. Dolan at the previous Board meeting, the proposal would not be given a very high priority by the Foundation. Alternative funding was discussed, and it was generally agreed to postpone any action until later in the fall.

Latham distributed a listing of facility needs. It was generally agreed that high priority items should be culled from the list and sent to Mr. Dolan at the Bank of New England as a sampling of some of the projects the Board is saving trust funds for. The Board generally agreed to table any further discussion on these needs until their September meeting.

Dumas moved the Board appropriate \$200 from the Robbins Fund to support the children's summer reading club. Pioppi seconded. So voted.

Latham reported that he had been appointed chairman of the Public Relations Task Force for the C/W MARS project; that the Southbridge Council on Youth had agreed to sponsor the library's booksale; that a personnel reclassification study would be made by the town this summer; that C/W MARS conversion training for four staff members would begin July 13; and that the library had three CETA youths for the summer.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
SEPTEMBER 27, 1983

Call to order: 12:02 p.m.

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

REPORTS:

Secretary: The minutes of the June 28, 1983 meeting were approved as written on the motion of Dumas, and second by Morrill.

Treasurer: Dumas distributed annual reports of the treasurer and a five year report on trust earnings, and indicated that the annual operational expenses of the C/W MARS project (\$12,700) were recently paid, and that the first of four payments to the town would be in November.

Lenti reported that flowers were sent to Mrs. Petrelli in honor of her twenty years of service to the library from the Board. He displayed the new trustee plaque that was constructed by the Harrington Memorial Hospital staff. The Board generally agreed that a letter of appreciation should be sent to the hospital.

The Board discussed the facility needs statement tabled from the June 28, 1983 meeting. The Board generally agreed that Latham and Lenti should work together using this list to develop some long-range plans for the use of both town and trust funds in satisfying these identified needs.

Latham reported that the library's booksale this year, sponsored by the Southbridge Council on Youth, will be held on October 1; that Ms Patricia Tiberii was hired as Assistant Children's librarian, replacing Catherine Whittemore who resigned in August; that Cathleen McCullough, the Children's Librarian, will be resigning her position effective October 21, and indicating that recruiting has already begun for attracting a replacement; that data entry onto the C/W MARS system had begun, but that terminals are not expected to be operational in Southbridge until the beginning of November; and that the Town's personnel classification study was currently underway, with desk audits and questionnaires already completed. Latham submitted his annual report for the Board's consideration.

The meeting adjourned at 1:10 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
OCTOBER 25, 1983

Call to order: 12:06 p.m.

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

REPORTS:

Secretary: The minutes of the September 27, 1983 meeting were accepted as written on the motion of Mills, and second by Morrill.

Treasurer: Dumas indicated that there was no change in our financial picture with the exception of some additional interest accumulated. Morrill moved the Treasurer's report be approved as read. Mills seconded. So voted.

Latham distributed a revised long-range facility needs statement which noted relative priority of items, and the projected costs, funding sources, and funding dates. There was considerable discussion on revising the priority of certain items. It was suggested that Latham discuss with Lewis those needs that require changes to the building. Mills moved that that Board request the Bank of New England to release \$5,000 from the Board's discretionary account for the purpose of satisfying the needs identified in the report as being funded by trusts, with the exception being the renovations planned for the audio-visual/microfilm area. Morrill seconded. So voted. The Board generally agreed that the revised report should be forwarded to John Dolan at the Bank of New England and Don Jacobs, the Town Manager,

Latham indicated that the C/W MARS project was showing substantial progress: that the system passed its first major stress test; that the telecommunications lines were scheduled to be dropped at the library within the next few weeks; that the library's electrician would be making the electrical and interior communications line installations within the next few weeks; that the projected costs for Southbridge's participation in C/W MARS were going down next year; that a plastic system card was being developed customized so that the picture of the participating library would appear on one side.

Latham indicated that he had hired Donna Daigle to fill the position of Children's Librarian vacated recently by Cathleen McCullough; and that Renate Kendall would be resigning her position as Library Assistant effective early December.

Mills questioned what effect the Affirmative Action policies currently under development for the Town of Southbridge would have on the library. It was generally agreed that not enough information was available on the new policy to make any determination.

The Meeting adjourned at 1:00 p.m. The next meeting is scheduled for November 29, 1983 (the fifth Tuesday of that month).

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
NOVEMBER 29, 1983

Call to order: 12:05 p.m.

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

REPORTS:

Secretary: The minutes of the October 25, 1983 meeting were accepted as written on the motion of Morrill, and second by Mills.

Treasurer: Lenti, reporting for Dumas, indicated that the six month certificate was due to mature within the month. It was generally agreed that the Treasurer should reinvest the principle into another six month certificate. The Treasurer's report was accepted as presented on the motion of Morrill, and second by Pioppi. So voted.

Latham provided the Board with the revised Facility Needs Statement as requested at the October meeting. Mills moved the report should be accepted as presented and sent to the Trust Officer at the Bank of New England and the Town Manager. Morrill seconded. So voted.

Latham distributed to the Board a preliminary draft of the library's operating budget. He indicated that the final budget recommendations of town departments were due at the Town Manager's office by December 30. Latham indicated that he intended to have the library's budget finalized by the December 20, 1983 meeting of the Board.

Latham indicated that the electricians had installed the telecommunications lines inside the library for the C/W MARS system. The next step is the installation of equipment.

Latham reported on the impact of the town's new affirmative action policy on the library department.

Latham introduced Donna Daigle, the Childrens Librarian, to the Board. He reported that Timothy Rivard had recently been hired to fill the vacancy on the adult service staff.

The meeting adjourned at 12:45 p.m. Trustees were reminded that the December meeting would be on the third Tuesday (12/20), and not the fourth.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
DECEMBER 20, 1983

Call to order: 12:07 p.m.

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

REPORTS:

Secretary: The minutes of the November 29, 1983 meeting were accepted as written on the motion of Morrill, and second by Dumas.

Treasurer: Dumas indicated that the first payment of \$8500 had been made to the town; that \$5,000 had been received from the G.W. Wells Foundation as the second and final payment in support of the C/W MARS project. Morrill moved to accept the report as presented. Lewis seconded. So voted.

Latham provided the Board with copies of his recommended capital and operational budgets for FY85. After considerable discussion, Morrill moved the budget be accepted and presented to the town manager as written. Mills seconded. So voted.

The Board discussed the trust contribution to FY85 operational expenses and generally agreed to maintain the figure of \$17,000 but to withhold official action pending preliminary review of the library's budget by the town manager.

Latham explained the library's proposal to the Massachusetts Board of Library Commissioners for LSCA funds in support of the project "Computer Assisted Literacy." On his preliminary application he asked for \$15,000 in federal support, and indicated that the MBLC staff were very supportive of the idea, which would provide the library with a microcomputer and software for use in support of Literacy Volunteers literacy and English as a second language instruction. MBLC staff requested Latham attend the American Library Association's midwinter conference to discuss with exhibitors the availability of appropriate software for the project. Latham noted that the Town of Southbridge would pay \$400 of the necessary \$790 to make the trip to Washington, D.C. Lenti moved to use trust funds to support the remainder of the trip. Morrill seconded. So voted.

Latham reported that copies of the library's facility needs statement had been sent to the town manager and the Bank of New England; a request for \$5,000 had been made to the Bank of New England to support projects outlined in the facility needs statement; the electrical and telecommunications lines for the C/W MARS project have been installed and are now waiting for the installation of the modem and multiplexor; and Latham noted that the Garden Club again decorated the library for the Christmas Holiday, and acknowledged the efforts of Mrs. Pioppi on this endeavor.

The meeting adjourned at 12:55 p.m.