

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JANUARY 24, 1984

Call to order: 12:03 p.m.

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

REPORTS:

Secretary: The minutes of the December 20, 1983 meeting were accepted as written on the motion of Lewis, and second by Pioppi.

Treasurer: Dumas discussed the reinvestment of a term certificate which would be slightly higher than the previous rate. He further noted that the library was currently 2% below budget for the first six months. The report was approved on a motion by Morrill, and second by Mills.

Latham indicated that there was no action by the Town Manager to date on the FY 85 budget request.

Latham demonstrated the new portable record player for the adult service area. The Board discussed the policy necessary to monitor and safeguard the equipment.

Latham reported that the Library had received \$5,900 from the Wells Foundation to purchase a coin-operated microcomputer for public use. He indicated that the hardware had been delivered and was operational, and that six staff members had been trained on the equipment already. A policy governing the use of the equipment is under development.

Latham reported that the library was now eligible for service under the Employee Assistance Program; he noted that that the C/W MARS terminals were waiting for backordered cables before they could become operational; and he reported on the American Library Association midwinter conference in Washington.

The meeting adjourned at 12:35 p.m. to be given a demonstration on the computer equipment.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
FEBRUARY 28, 1984

Call to order: 12:05 p.m.

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

REPORTS:

Secretary: The minutes of the January 24, 1984 meeting were accepted as written on the motion by Mills, second by Lewis.

Treasurer: In the absence of Mr. Dumas, Lenti gave the treasurer's report outlining the status of local trust accounts. Mills moved the report be accepted as presented. Morrill seconded. So voted.

Latham indicated that the C/W MARS terminals were operational but that there was not enough staff time to do data entry. He recommended that the Board authorize the use of the \$5,000 from the recent Wells Foundation grant to hire data entry persons. Lewis moved the Board accept Latham's recommendation. Morrill seconded. So voted.

The coin-operated Apple computer has been favorably received, and Latham indicated that \$91 had been collected for the month of February. He noted that an official policy governing the use of the equipment is still under development.

Latham reported that the Polaroid Corporation will be donating eight cameras to the library for public use. Mills recommended the library work with other clubs and agencies in promoting the use of this equipment.

Mills moved that \$500 be set aside from trust funds to further the community's awareness of the library director. Mills suggested the funds should be used to sponsor the library director's participation in a service club and its activities. Because three members of the Board were not in attendance, Mills recommended the motion be conditional to the further approval of those Board members absent. Lenti volunteered to contact those members by phone. Morrill seconded the motion. So voted.

Latham reported that the cable television studio package has been delivered to the library and that workshops in the use of the equipment were scheduled weekly; that the Jacob Edwards Library was featured in an American Library Association publication for two of its programs, the Family of the Year Award, and the cooperative calendars it puts together during school vacation weeks.

The meeting adjourned at 1:02 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
APRIL 24, 1984

Call to order: 12:09 p.m.

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

Secretary: Morrill moved that the minutes of the March 27, 1984 meeting be accepted as written. Pioppi Seconded. So voted.

Lenti read a letter to the Town Manager written by Latham regarding the reclassification study and the pay grade assigned to the library director. The Board generally agreed with Latham's request for a grade increase as outlined in the letter dated April 11, 1984, yet felt that official action or aggressive support from the Board was ill advised at this time. No motion was made.

Latham reported on the status of the FY 85 operating budget process, indicating that several town officials toured the building on April 14 as part of the town's capital budget tour; that there was considerable discussion regarding the use of Bay Path Vocational School for some of the library's repairs and improvements; that the manager had solicited an estimate from McKinstry Oil Company for repairs and improvements to the library's heating system at a cost of \$13,500 (previous estimates at replacing the burners alone had been \$5,500); that the operating budget as presented to the Town Council and Finance Committee by the Town Manager had several errors which have been brought to the Manager's attention.

Latham reported that the eight cameras donated by the Poloroid Corporation have been received and are being prepared for circulation. Six cameras will be kept in the adult section, and two will circulate from the children's room.

Latham reported that Betsy Stevens had been chosen as the Library's Champion Borrower of the Year; that the Donald and Mary Ferron family had been chosen Library Family of the Year; that certificates of appreciation were sent to all runners-up to both of the above-listed awards; that the library would have two work-study students for the summer, Lisa Hoopes who is a junior at Boston University and a resident of Sturbridge, and Michael Brousseau, who lives in Oxford and is a student at GTE/Sylvania Tech; that as of March 24, the Jacob Edwards Library had entered 17,398 items into the C/W MARS database; and that the library has been receiving a moderate response from its new suggestion box, most of which request a reopening on Sundays.

The meeting adjourned at 12:55 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MAY 22, 1984

Call to order: 12:02 p.m.

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

Secretary: Morrill moved that the minutes of the April 24, 1984 meeting be accepted as written. Mills seconded. So voted.

Treasurer: Dumas reported that the library's certificate of deposit would mature next month and recommended reinvestment.

Latham reported that the library's application entitled COMPUTER ASSISTED LITERACY had been funded by the Massachusetts Board of Library Commissioners using LSCA funds, subject to the release of the monies from Washington.

Latham indicated that the FY84 budget was getting tight, as was to be expected. He reported that the Council Human Services Subcommittee reviewed the budget on May 3, and that the full council is slated to vote on the budget on June 11.

Latham reported on the status of his request for a pay grade change through the Town Manager. Correspondance from the Town Manager indicates that the issue has been tabled pending a recommendation from the consultant executing the town's personnel classification study.

Latham reported on a request for the loan of the Globe Village painting by Francis Alexander from the Corcoran Gallery of Art in Washington. Under the terms of the agreement proposed by the Corcoran Gallery, and provided that the library's ownership remains anonymous for reasons of security, the Board agreed inprinciple to the loan of the painting. Latham was requested to research the ownership history of the picture.

Latham presented a request of the Central Massachusetts Regional Library System to the Board for support of S1621, a bill currently before the senate that would increase state funding for the service.

Latham reported that the Central Region has requested Southbridge host an open house for C/W MARS for any library in the region that may like to see an automated library in action. The open house is tentatively scheduled for July 31, 1984.

The Board discussed the reimbursement of service charges to borrowers who have lost items and paid for them, only to subsequently find the item and demand a refund. The Board generally agreed that these refunds should be discouraged (either through a service charge or minimum refund) and directed Latham to poll other libraries to see what others do.

The meeting adjourned at 1:00 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JUNE 26, 1984

Call to order: 12:01 p.m.

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

Secretary: Morrill moved that the minutes of the May 22, 1984 meeting be accepted as written. Dumas seconded. So voted.

Treasurer: Dumas noted that the six month certificate would be reinvested at a very favorable rate of interest. He reported on the status of a number of the trust accounts.

Latham noted that according to Trustee Meeting minutes from October 6, 1879, the Board received as a gift the Francis Alexander painting entitled the GLOBE VILLAGE. Latham explained that final arrangements for the loan of the painting to the Corcoran Gallery were yet to be made.

Latham reported that the library was still negotiating with the staff at the Massachusetts Board of Library Commissioners regarding the COMPUTER ASSISTED LITERACY project. While the grant has been approved by the Commissioners, a number of the line items in the budget needed to be changed. Latham further noted that the starting date for the grant had been postponed to October 1984.

Latham updated the Board on the status of the C/W MARS project. He noted that an invoice was in hand for the sum of \$11,323 for C/W MARS operational expenses for FY85. The town will pay 20% of this figure. Latham showed the Board the new registration forms and borrower's cards. Latham noted that because of the planned installation of ten new disc drives on the system which would cause the system to go down for ten days, he was recommending the library postpone its intended start-up until after the new drives are installed which would be some time in August. He indicated that this would obviously require the postponing of the planned open house at the library.

Dumas moved the Board allocate \$250. from the Robbins Fund for the support of the Summer Reading Club. VanVooren seconded. So voted.

Latham indicated that the Massachusetts Library Association would hold its annual conference for 1985 in Sturbridge in May. He noted that the Association inquired as to whether Southbridge would be willing to host an open house as part of the event. Pioppi moved the Board sponsor an open house. Dumas seconded. The Board generally agreed that further study was needed and expressed a concern that costs not be excessive.

Lenti reported on the purchase of old records of the Hartwell Pharmacy by the J.I. Morris Company with the intent to donate them to the library. The Board generally agreed that the material should be viewed by authorities on local history to determine their value to the library's collection. Lenti agreed to follow up on this donation.

Lenti noted that the estate of Robert Montague would be disposing of several books on birds and inquired as to whether the library should look into them for possible acquisition.

MEETING MINUTES: JUNE 26, 1984 (cont.)

Latham reported that Sue Raymond of Brimfield Antiques had just completed an appraisal of the library's fine arts properties and would be submitting a report shortly for the Town's insurance; Eastford Road School fifth graders sent letters to legislators in support of S1621; difficult finding qualified candidates for high school page positions because students are not applying, presumably because of the sub minimum wage; Library will have three J.T.P.A. youths for the summer months working 37½ hours each week; the C.M.R.L.S., as part of the Video Pilot Project, has placed on loan at our library video viewing equipment for use in the library, and roughly fifty video cassette tapes available for home loan; plans are complete for the renovations to the technical processing area; and the FY 85 budget was partially approved on June 11, the only part remaining is personnel expenses which is slated for final approval on July 23.

The meeting adjourned at 12:50 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
SEPTEMBER 25, 1984

Call to order: 12:01 p.m.

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

Secretary: Morrill moved the minutes of the June 26, 1984 meeting be accepted as written. Dumas seconded. So voted.

Treasurer: Dumas presented to the Board his annual report of funds under the control of the library trustees. Morrill moved the Board accept the report as presented. Mills seconded. So voted.

Latham distributed to Board members copies of the fine arts valuation report prepared by Susan and Richard Raymand of Brimfield Antiques. Latham indicated the report had already been submitted to the Town Manager.

Latham reported on the status of the C/W MARS system: that the library had gone on-line in the circulation function on September 5; that since the library had begun on-line conversion in February, more than 29,000 book records from the Jacob Edwards Library collection had been entered on the database; that in the close to four week period from when the library began to circulate items on the system, which is when we began to register borrowers with the new cards, 1,610 persons had been issued new cards (roughly 400 each week!); that an open house for librarians from libraries interested in joining C/W MARS held in Southbridge on September 12 to demonstrate the system was successful; that a proposed open house for the general public and legislators was planned for the end of October.

Latham noted that the change in circulation systems produced a need to revise our circulation policies and procedures. He distributed a sheet of proposed circulation policies. The major difference in policies was that most items would circulate for 21 days with the option to renew. It was recommended the library do away with the optional 28 day loan on request. The Board generally agreed with the revisions.

Latham distributed a draft Overdue Materials Policy. After considerable discussion, it was decided on a motion by Mills, and second by Morrill, to charge \$.05 per day for overdue materials, doing away with the current service charge method; that a maximum charge of \$1.00 per item would keep the fine affordable; that no more than \$5.00 in fines would

be accumulated against a given borrower at any given time; that any borrower with an outstanding balance in fines or materials replacement charges of \$5.00 or more would be automatically blocked from borrowing materials until their accounts were cleared; and that borrowers with four or more items overdue would be denied borrowing privileges until delinquent items were returned.

The Board generally agreed to postpone a decision as to what to do with outstanding accounts from the previous manual system until the C/W MARS system had a chance to operate for a while. The Board generally recommended that the library offer a month of general amnesty from all overdue fines and service charges in an effort to clear up as many of the delinquent accounts as possible. At the end of the month period, the Board will decide whether the library should make an effort to carry the information about delinquent borrowers over on to the new system.

Latham reported that the COMPUTER ASSISTED LITERACY project began in August, that the equipment was on order, but that the Town of Southbridge was still waiting for funds to be transferred in from Boston.

Regarding the business records from the Hartwell Pharmacy, Lenti reported that he had been unable to get Mr. LePain or Mr. Kavanagh to preview the materials. Mills indicated that the materials would perhaps best be utilized in the American Optical museum should that be expanded to include other business records. Lenti agreed to follow up on this issue.

Lenti reported that Mr. Roland Boutwell had appraised the library's McNitt Collection for \$2,430 and asked the Board to consider selling the collection which was not being used locally. He noted that we could sell to Boutwell for the appraised value, have Boutwell sell the books at a 20% commission, or invite a second competitive opinion. It was generally agreed that the McNitt family should be made aware of the proposed sale, and that if there was no objection from the family, that the Board thought it was a wise course of action. Lenti agreed to contact Phyllis McNitt.

Latham recommended the library staff be allowed to use the coin-operated computer at no cost. He indicated that the high school pages were particularly interested in the system, and that it would be an asset to the library if they were familiar with its use. The Board agreed.

Mills noted that he had been in contact with a representative

from the Southbridge Rotary Club regarding the replacement of the library signs. Mills recommended that the library use trust monies to replace/refurbish library signs. No motion was made.

Latham distributed copies of his annual report; noted that the library's summer reading club was a success; reported that Jim Griswold had been out sick for a month; that the library had received recognition from the United Way for its donations last year; and that the plans to complete the renovations to the technical service area were in the hands of Bay Path.

The meeting adjourned at 1:25 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
NOVEMBER 27, 1984

Call to order: 12:10 p.m.

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

Secretary: Morrill moved the minutes of the September 25, 1984 meeting be accepted as written. Dumas seconded. So voted.

Treasurer: Dumas reported that the library's term certificate was due to mature in December, and he recommended the Board reinvest. The Board generally agreed. Dumas indicated that trust dividends have been received from Boston and would be used to pay the town the \$8,500 due in December.

Dumas noted that the Town Accountant had questioned the origin and use of the Mary Mynott Library Fund. Dumas, reading from library meeting notes from 1888, reported that the Mynott Fund started with a bequest of \$1,000 for the purchase of books and materials in specialized areas. The Board generally agreed that the fund should be removed from the control of the town's finance department and brought under the control of the library trustees. Dumas agreed to investigate the exchange of control over these funds.

Lenti reported on the proposed sale of the McNitt collection. He indicated that the Roland Boutwell bid of \$2,430 was the highest bid and recommended the Board accept the offer. Lewis moved, and Morrill seconded, the motion to accept the Boutwell offer. So voted. The Board generally agreed that the funds from the sale should be put into refurbishing the library's conference room. Lenti suggested that some effort be made to acknowledge the local publishing efforts of McNitt in furnishing the room (i.e. with a collage of reprinted newspaper front pages of important local events). Latham agreed to contact the American Optical Company to determine whether they had any suitable furniture that may be used in the room.

Latham provided the Board with an estimate and rough design of a carved sign for the library's exterior. The Board generally agreed that Latham should pursue competitive estimates for the project.

Latham distributed the final draft of the library's new circulation and overdue materials policies. There was considerable discussion regarding the overdue materials situation and the impact of changing over to the C/W MARS system.

Latham reported that the Wells Grants for the Coin-Operated Computer and for C/W MARS conversion support would be ending in December. Latham explained how the remainder of funds would be spent.

Latham requested that the temporary position funded by the Wells grant for C/W MARS conversion support be extended when the Wells money ran out. Morrill moved the Board authorize Latham to spend up to \$2,000 for personnel expenses attendant to C/W MARS conversion. Dumas seconded. So voted.

Latham indicated that the December meeting of the Board would probably be the annual budget meeting. He noted that forms had not yet been distributed by the Town Manager. Latham also indicated that the revised Facility Needs Statement would be prepared by the December 18 meeting.

Latham distributed to the Board his goals and objectives for FY 84-85.

Latham noted that the American Library Association's midwinter conference would again be in Washington and that the Town Manager had authorized \$400 of town funds for the trip. Dumas moved the board provide an additional \$500 to make the trip a possibility. Morrill seconded. So voted.

Reporting on the progress of the C/W MARS project, Latham indicated that he was now a member of the C/W MARS Executive Committee; noted that the Open House / Dedication Ceremony held at the Jacob Edwards Library in October was a success; reported that the proposed ongoing costs for Southbridge to participate in the project would again go down.

Latham reported on the library's proposed holiday schedule, and the status of the Computer Assisted Literacy project.

The meeting adjourned at 1:25 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
DECEMBER 18, 1984

Call to order: 12:05 p.m.

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

Secretary: Pioppi moved the minutes of the November 27, 1984 meeting be approved as written. Dumas seconded. So voted.

Treasurer: The Board discussed the town accountant's request to keep the Mynott Fund under the control of the Town's finance departments. The Board generally agreed that there was little to be gained by taking control of these funds.

Dumas further discussed the request of the Pilsudski Club to report on the status of their book fund and the activity of the books this fund has purchased. Dumas explained that the fund had been set up some 50 years ago, that the Board could only spend from the interest off \$250 of principle. The last use of this fund was in 1978. Dumas agreed to contact the Pilsudski Club and offer them the options of liberalizing the conditions governing the use of these funds (currently limited to books in Polish or about Poland), or allowing the club to take back the control of funds and encouraging them to donate to the library books of their choice. Mills moved to accept the report of the treasurer as presented. Morrill seconded. So voted.

Latham distributed to the Board his Long-Range Facility Needs report. Mills moved the Board authorize Latham to spend up to \$700 from trust monies to purchase carpet for the Main Street entrance to the library and christmas decorations for the library. Dumas seconded. So voted.

Latham distributed his proposed budget for FY86 to the Board. After much discussion, Mills moved to accept the proposed budget as presented. Morrill seconded. So voted.

Latham read a letter from Old Sturbridge Village requesting they be able to copy the Globe Village painting in a brochure that would be distributed by the Village. Latham allowed as how he had no problem with them using the picture, but requested guidance from the Board as to how the picture should be credited. The Board generally agreed that there was nothing to be gained by having the ownership credited to the Jacob Edwards Library and suggested it be anonymous.

Latham reported to the Board that a technical energy audit had been completed on the library; and indicated that Mary White had been hired as Children's Librarian, and Nancy McGuinness as Assistant Children's Librarian.

The meeting adjourned at 1:00 p.m.