

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JANUARY 29, 1985

Call to order: 12:05 p.m.

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

Secretary: Morrill moved the minutes of the December 18, 1984 meeting be approved as written. Mills seconded. So voted.

Treasurer: Dumas read a letter from the Bank of New England regarding the trust appointments and an invitation from Mr. Dolan to meet with trustees to discuss trust issues. Mills moved to accept the report as presented. VanVooren seconded. So voted.

Latham, in reporting on the status of the C/W MARS project, indicated that for a variety of reasons related to the fulfillment of their contract, Data Phase was being threatened with litigation by C/W MARS in hopes that the network would receive more attention from the vendor.

Latham indicated that, aside from the capital budget, the library had received no feedback on its FY86 budget request to date.

Latham noted that he had met with Mr. Edward Nygren of the Corcoran Gallery in Washington to discuss issues surrounding the loan of the Globe Village. He indicated that the current valuation of the painting was low; that the loan of the painting was scheduled for fall of 1985; and that one of the three locations of the touring exhibit was to be the Wadsworth Atheneum in Hartford.

The Board discussed the estimate from Steiner Sign in Worcester for the replacement of the library's signs. Dumas moved the library spend \$1,624 from trust funds to replace the signs. VanVooren seconded. So voted.

The Board discussed at length the library's facility needs. Dumas moved the library pursue immediately the acquisition of a landscape design/plan, interior sign/layout map, award plaque for Family of the Year and Champion Borrower, and a telephone answering machine (in total estimated to cost roughly \$1,200). Mills seconded. So voted.

Latham reported the Tim Rivard, part-time library assistant in the adult service area was resigning effective February 7, 1985.

Lenti noted his concern that a representative from the North Woodstock library was borrowing books for distribution to patrons in that community. Morrill moved to confine non-resident borrowing to individuals only and not to public/municipal libraries. Mills seconded. So voted.

Meeting adjourned at 1:25 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
FEBRUARY 26, 1985

Call to order: 12:07 p.m.

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

Secretary: Morrill moved that the minutes of the January 29, 1985 meeting be approved as written. Mills seconded. So voted.

Treasurer: No report.

Latham reported that the new exterior signs were recently installed, and that the bill for \$1624 to be paid out of trust funds was in hand.

Latham indicated that he had communicated with the librarian from North Woodstock regarding book loans to that library. He confirmed that his correspondence had been received, but that he was unable to discuss the situation with her. He understands that North Woodstock Library will no longer be borrowing books from Southbridge.

Latham distributed to the Board a draft design for a library directory. The Board generally agreed that the design was workable, but recommended it be tested on sample library users for their input before sign construction begins.

Latham provided the Board with three estimates to refinish tables and chairs for the library's conference room. Mills moved the estimate from Quality House Refinishing be accepted, and that additional trust monies be set aside to complete the refurbishing of the conference room, tentatively named "The Southbridge Room." Monies for the project will come from the proceeds of the McNitt Collection sale and trust funds, and should not exceed \$5,000 without further authorization from the Board. Morrill seconded. So voted. The Board generally agreed that Latham should provide the Board by its March meeting final plans for the renovation of the Southbridge Room.

Mills moved the Board accept the proposal of Mr. James Fasser, landscape designer, to develop a landscape plan for the library property, the cost of which is not to exceed \$400. Morrill seconded. So voted.

Latham indicated that he had met with the town manager regarding the FY86 budget, and while the manager submitted the capital budget request to the council unchanged, he was taking the operating budget under advisement.

Morrill moved the Board allocate \$200 from the Robbins Fund to support National Library Week, April 14-20. Mills seconded. So Voted.

Latham reported that the library's open house held in conjunction with the Massachusetts Library Association's annual

conference would be held on Monday, May 6 starting at 9:30 p.m. Morrill noted that Data Phase should be contacted to see if they are willing to provide support for the open house because their computer system will be exhibited.

Latham reported that he was investigating, on the instructions of the town manager, the purchase of a telephone system for the library. He noted that the proposed system would include two lines, eight desk sets, an answering machine, and a cordless telephone.

Lenti discussed the need for some long range planning, specifically in terms of the library's opening on Sundays. The Board generally agreed that Latham should provide the Board with cost figures for opening up four hours on Sundays, and should prepare documentation for submission to the Town Manager.

Meeting adjourned at 12:55 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MARCH 26, 1985

Call to order: 12:05 p.m.

Present: Lenti, Morrill, Pioppi, VanVooren, Dumas, Latham and Mr. John Dolan, Vice President of the Bank of New England.

Secretary: Morrill moved the minutes of the February 26, 1985 meeting be accepted as written. Pioppi seconded. So voted.

Treasurer: Dumas read a letter from the Bank of New England requiring authorization to withhold interest income for reinvestment in Boston; Dumas discussed the status of local investments; the Board discussed the need to increase the income paid by the Grace Edwards accounts in Boston; Dumas indicated that he would develop a cash flow chart to assist in determining the library's long term trust fund needs. Morrill moved to accept the Treasurer's report as stated. Pioppi seconded. So voted.

Lenti read a memo from the town manager regarding the town's long-term financial commitment to the C/W MARS project which emphasized that the town was unable to assure funds for any more than one year at a time. The Board generally agreed that Lenti should respond with a note acknowledging the memo and accepting the arrangements as explained.

Dumas reported that the Pilsudski Fund would be returned to the Pilsudski Club, and that they would monitor the use of its interest for library purposes.

Copies of the memo by Lenti regarding opening on Sundays which was sent to the Town Manager were distributed to the Board.

Latham indicated that there had yet been no action by the manager on the library's proposed operating budget for FY86.

Latham indicated that he had met with the landscape architect to discuss preliminary plans for the library's grounds.

Latham reported that Literacy Volunteers of Southbridge was ten years old this year, and that a special birthday party was to be held at the library on April 22, at which time Wally "Famous" Amos would attend to hand out awards to some of the agencies sponsors. The Board generally agreed that the Library should receive the award rather than the town, but that the town should be encouraged to provide some sort of proclamation for the event.

Latham reported that the awards to be given out during National Library Week had been decided, that the Peter Boyer family would receive the Library Family of the Year Award (sponsored by the Downtown Southbridge Associates), and the Roland Cook would receive the Champion Borrower Award.

Lenti announced that Al Petrelli, husband of staff member Evelyn Petrelli, had died. The Board discussed the need to acknowledge his death with some sort of special gesture. No motion was made.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
APRIL 23, 1985

Call to order: 12:07 p.m.

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

Secretary: Morrill moved that the minutes of the March 26, 1985 meeting be accepted as written. Dumas seconded. So voted.

Treasurer: Dumas indicated that a letter had been sent to the Bank of New England indicating the Board's intent to use some of the funds held in Boston. Dumas noted that the current balances held in Southbridge were low, but would be increased in May when checks were due from the accounts in Boston.

Latham distributed to the Board copies of the FY86 operating budget that the Town Manager was recommending to the town council. Morrill suggested that during any hearings when the library's budget is to be discussed, the library should emphasize the receipts it takes in from the photocopier, service charges, and overdue charges.

Latham distributed the final report of James Fasser, Landscape Architect, and outlined for the Board the six phases for implementing the plan. The Board generally agreed that a phased in approach for the kind of renovations discussed was the best idea. The Board agreed to undertake the first two phases immediately, and requested Latham to seek estimates for this part of the project.

Latham reported that four refinished chairs were delivered, and that nine had subsequently been removed for refinishing. He indicated they were due back in three weeks.

Latham presented to the Board three estimates for the purchase of telephone equipment for the library from AT&T, Executone, and Valley Cinema. Latham indicated that he had been encouraged to seek the estimates by the town manager, and that he would be meeting with the manager to discuss the feasibility and funding options for acquiring the telephone equipment.

Latham reported that the Literacy Volunteers of Southbridge celebrated its tenth birthday at the library with a special party. Proclamations, citations, and special guest Wally (Famous) Amos highlighted the event.

The meeting adjourned at 1:05 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MAY 28, 1985

Call to order: 12:06 p.m.

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

Secretary: Mills moved that the minutes of the April 23, 1985 meeting be accepted as written. Morrill seconded. So voted.

Lenti reported that the sub-committee of the town council and the town's finance committee met with Latham and Lenti to go over the FY 86 budget request. These committees recommended an additional \$8,178 be appropriated for the library for the purpose of operating the library on Sundays. Lenti indicated the the budget would go before the full council on June 3.

Latham provided the Board with estimates from three contractors interested in doing tree and landscaping work at the library. Latham noted that he was disappointed with the response to his request for proposals and hoped further proposals could be generated. The Board agreed that Latham should be authorized to enter into a contract with qualified contractors to begin work on the library grounds, to include north quadrant tree work, north quadrant planting, overall shrub pruning, south quadrant tree pruning, relocating the flag pole, south quadrant entrance planting, and the purchase and installation of a cast iron post lamp aside the front walk way.

Latham indicated that in his discussions with town manager Jacobs, it was agreed that the library should purchase a phone system in FY 85 if sufficient funds can be transferred within the library's existing budget. Latham noted that Jacobs preferred that the purchase expense be shared between municipal and trust funds. The Board authorized Latham to pay out of trust accounts up to \$1,000 to purchase a phone system from Executone of Western Massachusetts, the lowest estimate. Latham noted that the new phones should be in place by the end of June.

Latham reported that the Massachusetts Library Association open house at the library cost the library trust funds \$215.48; that the library had received lovely flowers and a very gracious thank you note from the Massachusetts Library Association for sponsoring the event; and that the cost of sponsoring Latham in local civic organizational activities for the first year was \$495.25 (the Board had initially estimated the cost to be \$500.)

he meeting adjourned at 12:50 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JUNE 18, 1985

Call to order: 12:01 p.m.

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

Secretary: Morrill moved the minutes of the May 28, 1985 meeting be accepted as written. Lenti seconded. So voted.

Treasurer: Dumas indicated that he had requested and received \$25,000 from the Bank of New England to cover some of the upcoming expenses planned by the library.

Latham reported on the progress of the library landscaping. He noted that Sunset Nurseries had contracted to do the yard work, and Mapplebeck Enterprises would complete the tree work and the moving of the flagpole. Latham explained that Mapplebeck would be trading an aluminum pole for the existing iron pole.

Latham reported that the library's operating budget of \$232,658, plus the capital budget requests, had been approved by the town council at its June 3rd meeting. Latham noted that while the funds were approved, because of unforeseen fiscal problems, it appeared unlikely the library would be able to proceed with the capital improvements or equipment purchases that were approved. Latham added that the additional monies requested to operate the library on Sundays was rejected by the full council.

Latham provided the Board with copies of the loan agreement for the Cocoran Gallery. The Board discussed minor concerns regarding the wording on the form. The Board generally agreed that the phrase "Globe Village of Southbridge Massachusetts" should appear as the credit line for the picture.

Morrill moved the Board authorize Latham to spend up to \$250 of Robbins Fund monies for the library's summer reading club. Dumas seconded. So voted. Dumas indicated that this request all but cleaned out the fund. The Board concurred, noting that the funds had been instrumental in providing improved children's services in compliance with the benefactor.

Latham distributed to the Board copies of a "Transitional Activities Report" requested by outgoing town manager, Don Jacobs. The intent of the report is to provide the new manager with an listing of the most important issues facing the department in the coming year.

Latham reported that the new phones were scheduled to be installed on June 20; and that the MacKinnon Center would be placing four youths at the library to work this summer.

The meeting adjourned at 12:50 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
SEPTEMBER 24, 1985

Call to order: 12:08 p.m.

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

Secretary: Dumas moved the minutes of the June 18, 1985 meeting be accepted as written. Mills seconded. So voted.

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

Latham explained that because the bids for the alarm systems for the library and town hall came in well in excess of the available funds, that there would be no alarm installed this year. He noted that the library estimate alone was for \$5,000, of a total bid price of \$31,000 for both buildings. The town has \$11,000 to work with. The acting town manager was not favorable to the suggestion of acting on the library alarm alone. It was generally agreed that the new town manager should be alerted to the situation in any library briefings he may receive from Latham.

Latham, in reporting on the status of C/W MARS, indicated that the library had recently celebrated its first anniversary circulating on the computerized system. He noted that because of building at the central site, there would be a shut down of operations sometime in December while C/W MARS moves into expanded accommodations. The need for an additional terminal at the adult circulation desk was discussed. Latham noted that he would prepare cost figures for presentation at the next Board meeting.

Latham explained that the landscaping planned for this year was almost complete - only the flag pole needed to be moved. Mills moved that the Board authorize Latham to contract for the next planting phase, which would complete the landscaping for the front of the original library building. Morrill seconded. So voted. The Board generally agreed that Latham should investigate fixing the run-off problems at the front of the library and report back to the Board at its next meeting. It was suggested that the DPW may be able to offer some

suitable alternatives. The Board cautioned that relandscaping should not be undertaken in an area that would be damaged should a dry-well need to be installed.

Latham presented to the Board a cost estimate of \$17,107 for the replacement carpeting. He noted that the monies had been approved by the council in the library's capital budget request, but had subsequently been frozen as the town experienced its budget crisis.

After considerable discussion, Morrill moved the Board accept the draft policy on library programs as revised. His proposed revision suggested organizations, as defined in the policy, not be included in the priority listing, but set aside in a separate category. Organizations would be accepted into library programs in the event that space was available at the time of the program. Mills seconded the motion. So voted.

The Board agreed that the new manager should be invited to the next regularly scheduled Trustees meeting on Tuesday, October 22. Latham noted that the staff intended that the manager be invited to their next staff meeting on the same date.

Latham noted that the staff had already been asked to study their budgetary needs for the next fiscal year, and he requested that if the Board had any money issues they wanted addressed in the upcoming budget process, they should let him know. The issue of Sunday hours was mentioned.

In his report, Latham discussed damage to the rear of the library from a car covered by insurance; invited the trustees to purchase books for Christmas gifts through the staff account at the library's discount rate; invited the trustees to tour the library's newly renovated areas in the adult service section.

The Board generally agreed that a committee could be set up to work on the historical decorations for the Southbridge Room. It was proposed that the local high school art teacher, Bob McMaster, Arthur Kavanagh, Burt LePain, and Merrill Benoit be approached to help determine what should be included in a special collage for the walls.

The meeting adjourned at 1:25 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
OCTOBER 22, 1985

Call to order: 12:07 p.m.

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

Secretary: Dumas moved the minutes of the September 24, 1985 meeting be accepted as written. Mills seconded. So voted.

Treasurer: Dumas reported on the status of local funds under the control of the Board. He indicated that the Library was currently 3% below budget. Mills moved the report be accepted as presented. Lewis seconded. So voted.

According to Latham, the landscapers were working on the front of the building and were almost finished. Latham noted that he had DPW head Hamer Clarke come and look at the water problems experienced by the library. It was Clarke's recommendation not to pursue the dry well for the run-off at the front of the building. Another alternative was discussed and implemented by Latham and the landscapers.

Latham distributed to the Board the Program Policy as revised at the last meeting.

A meeting of the Southbridge Room Committee has been scheduled for October 30. Lenti noted that he was concerned that members of the Committee were displeased with the choice of names for the room and would be lobbying to name it after a local person. The Board generally agreed that the name should be The Southbridge Room, and that important persons from Southbridge should be acknowledged by including them in the collage planned for the walls of the room. The Board also discussed other decorating options for the rooms, including the installation of a chair rail and vinyl wall covering. No motion was made.

Mills moved the Library purchase an additional C/W MARS computer terminal for the Adult service desk with available trust funds. Dumas seconded. Latham estimated that the terminal would cost \$3,000, and that installation would be roughly \$200. Latham noted that according to the current formula used estimate ongoing charges, the additional terminal would not increase the library's annual membership

charge. So voted.

Latham distributed to the Board a draft policy to handle the closing of the library due to foul weather or other emergency situations. He noted that the Town's Personnel By-laws and other available guidelines did not address the issue, and that each time the library closes in this situation there are questions brought up by staff. Latham noted that the Town Manager had reviewed the policy, and that while he recommended that the library follow town-wide guidelines, in the absence of anything from his office, the library proposal was acceptable. The Board generally agreed.

Latham discussed the problem of food and drink consumed by library users in public areas. He noted that at times the stacks and reference areas can get very littered, but acknowledged that the staff were reluctant to recommend a total ban on food to be consumed in the library's public areas.

Mills reported that a new liaison committee, of which he is chairman, has been formed by the Arts Council, that will with other program agencies in town to assure a minimal duplication of effort. Mary White, the Library's children's librarian will represent the Library on this committee.

Latham reported that the Librarian Assistant: Adult Services position, a part-time position currently held by Kathy Brown, was open; and that an exhibit of Russian photographs provided by THE NEWS would be on display at the Library.

Jack Howley, who joined us at the close of our meeting, was introduced to the Board. Lenti discussed with Howley a number of Board concerns, including the need for an intruder alarm system, and the need to upgrade the salary for the library director.

The meeting adjourned at 1:25 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
NOVEMBER 26, 1985

Call to order: 12:03 p.m.

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

Secretary: Mills moved the minutes of the October 22, 1985 meeting be accepted as written. Dumas seconded. So voted.

Treasurer: Dumas reported on the status of local funds under the control of the Board, noting that a certificate of deposit was due to mature. The Board generally agreed that the account should be reinvested in another short term deposit account to take advantage of the favorable interest rates. He indicated that the Library was currently 3% above budget. Mills moved the report be accepted as presented. Morrill seconded. So voted.

Latham explained that the C/W MARS system was due to be shut down on December 26 and 27 to allow for the equipment to be moved into the newly renovated quarters. Latham noted that the additional terminal ordered for the adult circulation desk has arrived, and that the electrician had wired the building. We are currently waiting for a C/W MARS installer to connect up the equipment.

Latham reported that he had been elected President of C/W MARS for one a year term beginning this month. The Board noted its pride and support of Latham in this achievement. Some concern was voiced regarding the time commitment such a position will place on Latham.

Lenti reported on the meeting of the Southbridge Room Committee held October 30. After considerable discussion, the Board generally agreed that such a project could easily get carried away. The Board generally agreed that they did not want to commit themselves to replacing the ceiling, but to wall, and possibly floor treatment only, including such things as a wall-attached coat rack, paint or vinyl wall covering, new blinds for the window. No motion was made.

Latham reported on the parking problems in the library's public lot. Several recent complaints indicate that the problem is getting worse, and that the use of the lot is being dominated by non-library business. The Board generally agreed that Latham

should pursue a solution through the Town Manager and the Police Chief, that the sign indicating that the space is for municipal parking should be removed, and that lines should be painted to provide for more efficient placement of cars.

Latham reported that the Librarian Assistant: Adult Services position, a part-time position recently vacated by Kathy Brown, has been filled by Patricia Tiberii. He noted, however, another position would be opening - Clerk/Typist: Technical Services - when Jessie Lajeunesse retires on December 6, 1985, after nineteen years of service.

Dates for the next two Board meetings were changed. The December meeting will now be on Monday, December 23, located at Mario's Restaurant for a Dutch treat special meeting. The January meeting will be moved up a week, to Tuesday, January 21, 1986.

The meeting adjourned at 12:58 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
DECEMBER 23, 1985

Call to order: 12:03 p.m. at Mario's Restaurant.

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

Secretary: Lewis moved the minutes of the November 26, 1985 meeting be accepted as written. Morrill seconded. So voted.

Chairman: Lenti reported on the retirement breakfast held in honor of Jessie Lajeunesse, who worked in the technical processing area of the library for nineteen years. He noted that an engraved pewter covered dish was given to Mrs. Lajeunesse in the name of the of the Board. Lenti also reported on the award of \$8,332 in state aid to the library for fiscal year 1987.

Treasurer: Dumas reported that \$10,000 had been transferred from the LIA account to the checking account so that the library could pay the first of its two installments of the \$17,000 grant to the town. Mills moved the report be accepted as presented. Morrill seconded. So voted.

Latham explained that the C/W MARS renovations were on schedule, and that the system was due to be shut down on December 26 and 27 to allow for the equipment to be moved into the new quarters.

Latham reported on his contact with the Town Manager and the Police Chief regarding the parking problems in the library's "public lot." The Manager contended that this was a municipal lot, and that restrictions for use by the general public could not be placed. The Police Chief asserted that this would not be a problem, that parking space next to the fire department was currently restricted to departmental use, and that this was the case for the library some years ago. The Board recalled when the library would close off the lot to all traffic for a day in compliance with laws governing these kinds of issues. The Board generally agreed that Latham should pursue this issue, should research the deed for the property to show ownership, and report back to the Board. Latham further noted that the Department of Public Works had agreed to paint lines on the lot to assure more efficient placement of cars.

Latham reported that the Manager had not yet provided departments with budget forms or instructions for FY87, so that he was not prepared to provide a budget report to the Board. He noted that the Board could expect to review the budget proposal at their January meeting.

Latham reported that Mrs. Nancy Peloquin had been hired to fill the position of Head of Technical Services at the library; the the Southbridge Garden Club had decorated the library entrances for the holidays; that Mr. & Mrs. John Kay of Holland had given the library an unrestricted gift of \$125; and that the Town Manager had appointed Latham to a new personnel evaluation committee being formed to create a new format for performance review of municipal employees.

The meeting adjourned at 12:38 p.m. The next meeting has rescheduled to January 21, 1986 at the library.