

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JANUARY 31, 1988~~9~~

Call to order: 12:01 p.m.

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

ABSENT: Dacoles and VanVooren.

SECRETARY'S REPORT: Morrill noted that the minutes of the last meeting should reflect that the \$1,000 the Board voted to spend toward the library's seventy-fifth anniversary should come from trust funds as was intended by the Board. He moved the minutes of the December 20, 1988 meeting be accepted as amended. Mills seconded. So voted.

TREASURER'S REPORT: Dumas reported that the library had recieved a \$2,600 Wells Foundation grant for special two year old story hours, that the library had forwarded the first of two payments of \$8,500 to the town as part of the trust's contribution to the library's operational budget, that \$200 was paid to Ms Tiberii for educational support of an application submitted by Tiberii in September, and that he and Lenti had met with the Town's accountant to discuss the status of the library's trust fund investments. Morrill moved the report be accepted as presented. Mills seconded. So voted.

FY'90 BUDGET: Latham reported that he had met with the town manager to discuss the Library's proposed FY'90 operational budget. It appears the manager will be recommending an increase of 5%, however the questionable status of state funding could reduce this projection.

LIBRARY'S 75TH ANNIVERSARY: Latham distributed to the Board copies of the library's new anniversary stationery and logo, and noted that canvas bookbags would soon be ordered.

LIBRARY FICTION PROJECT: Dumas moved the Board accept the contract prepared by Latham to commission Linda Daniels to create an original work of fiction about Southbridge at a cost of \$1,500 to be taken from trust. Lewis seconded. So voted. Mills noted that reimbursements through the Massachusetts Arts Lottery were possible for up to 50% of the costs associated with this project. Mills felt that this would provide the library with a tie-in to the town's 175th anniversary celebration coming up in two years.

DENISON WILL: Latham reported that the James Denison will had been delivered to the library, and that it was currently at the Northeast Document Conservation Center. He noted that the \$500 appropriated by the town would possibly be

insufficient to cover the costs of preserving the documents. Morrill moved that up to \$100 from trust be made available for this project. Dumas seconded. So voted. Latham queried the Board as to whether they felt the photo-reproduction should be framed and displayed on the wall, or under glass on the tables in the Ammidown Room. The Board generally agreed that the copies should be under glass on the tables, and that the originals should be encapsulated and stored in the map file.

STATE COMPETITIVE GRANTS: Latham reported that it appeared that the competitive grants approved by the Massachusetts Board of Library Commissioners for the Non-Fiction Enhancement Project and the CD ROM Reference Service would finally be released at reduced amounts. The library should receive close to \$16,000 for the first project, and roughly \$8,000 in equipment and reference services from the second.

DONATIONS: Latham reported that the library had received an unrestricted donation of \$100 from the Southbridge Woman's Club; that the library had received the original plans (roughly seventy-five prints) of the Grant Trunk Railroad from Palmer to Blackstone; and that the Fraternal Order of Eagles Auxilliary would be donating \$250 in February to purchase large print books.

The meeting adjourned at 12:52 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
FEBRUARY 28, 1988~~9~~

Call to order: 12:01 p.m.

ATTENDANCE: Lentl, Lewis, Dumas, Mills, Morrill, Dacoles, VanVooren and Latham.

SECRETARY'S REPORT: Lewis moved that the minutes of the January 31, 1989 meeting be accepted as presented. Morrill seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of the funds held locally. Mills moved the report be accepted as presented. VanVooren seconded. So voted.

FY'90 BUDGET: Latham reported that because of the Town's tenuous fiscal situation, he had been requested by the Town Manager's office to complete yet another budget projection for FY'90 that reflected personnel costs without any cost of living increase. The Board listened to Latham's report and instructed Lentl to communicate to the Manager the Board's displeasure with the possibility non-unionized employees may go without salary increases while unionized employees would get the increases bargained for. No motion was made.

HIRING FREEZE: Latham reported that effective immediately, all vacant positions would be frozen pending improvement in the Town's current funding picture. Latham explained that the library had one page vacancy now, and expected another half-time position to open up in a few months.

LIBRARY FICTION PROJECT: Latham distributed the synopsis of the commissioned fiction by Linda Daniels for the Board's consideration. He reported that he would be in contact with the editor of THE NEWS to see if the local newspaper would be willing to print the story in installments.

SIGN LANGUAGE COURSE: Latham reported that he had made arrangements to have an American Sign Language course taught at the library. The instructor requires a minimum of fifteen students for the ten week course that will meet each Monday from seven until nine p.m., starting April 10. There will be a charge of \$50 per student. Latham noted that three of the library's employees were interested in taking the course and are asking the trustees to underwrite their costs for the course. The Board generally agreed to pay for Mr. Chenevert and Mrs. Chaplin's expenses, but denied Mrs. Tiberil her request because the course would interfere with her ability to work her normal hours on Monday evenings. The Board also generally objected to waiving the room use charges for the course. They suggested that if the minimum

of fifteen participants could be enrolled, the instructor should be encouraged to provide the instruction to library staff free of charge. Latham was encouraged to promote the course to determine public interest, and to negotiate a suitable compromise fee for the use of the room and library staff charges with the instructor. No motion was made.

REVISED LOAN PERIODS: Latham reported that the library will be instituting revised loan periods effective March 20 for reserve books, audio-visual materials, and interlibrary loaned materials. The loans shall be reduced from three weeks to two, and in general will not allow for any renewals. Most other materials will continue to circulate for three weeks, with the standard two week renewal.

GESTURE TO STURBRIDGE: The Board generally agreed that the Jacob Edwards Library should give the Joshua Hyde Library something in recognition of the newly renovated facility due to open in Sturbridge in a few months. Latham was instructed to discuss that library's needs with the Sturbridge director, and Lentl will discuss the prospect with members of their trustees. It was generally agreed that roughly one hundred dollars would be an acceptable amount to spend on the gesture. No motion was made.

The meeting adjourned at 1:03 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MARCH 28, 1989

Call to order: 12:01 p.m.

ATTENDANCE: Lentl, Lewis, Dumas, Mills, Morrill, Dacoles, VanVooren and Latham.

SECRETARY'S REPORT: Mills moved that the minutes of the February 28, 1989 meeting be accepted as presented. Dumas seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of the funds held locally. Mills moved the report be accepted as presented. VanVooren seconded. So voted. Dumas also reported that John Dolan, Trust Officer from the Bank of New England, will join the Board for the May 23 meeting. The Board generally agreed that Latham should arrange to have the meeting catered with sandwich trays.

FY'90 BUDGET: Latham reported that because of the Town's tenuous fiscal situation, he had been requested by the Town Manager's office to complete yet another budget projection for FY'90. The dollar amounts do not differ from those discussed at the February meeting, however the proposal was arranged by program which provided a better indication of what various library services cost. This latter budget was discussed with the subcommittee of the Town Council on March 15.

75TH ANNIVERSARY: Latham reported on the plans for the start of the library's year-long 75th anniversary celebration to kick off during National Library Week in April.

LIBRARY FRIENDS: The Board generally agreed that Latham should pursue the formation of a Friends of the Library group. Mills recommended that the group start very small and informal so as to minimize the administrative time demands.

NATIONAL LIBRARY WEEK: VanVooren moved that \$250 be allocated from trust to support children's programming for National Library Week. Dacoles seconded. So voted. It was generally agreed that this sum of funds would close out the Robbins Fund, which has a current balance of under \$90.

LIBRARY FICTION PROJECT: Latham distributed the first draft of the commissioned fiction by Linda Daniels for the Board's consideration. Latham indicated he had been in contact with a possible illustrator for the project. He also reported that the editor of THE NEWS was reluctant to print the story

in installments. Latham and Mills will continue to pursue publication options.

SIGN LANGUAGE COURSE: Latham reported that arrangements have been finalized to have the American Sign Language course taught at the library.

REVISED LOAN PERIODS: Latham reported that the revised loan periods effective March 20 for reserve books, audio-visual materials, and interlibrary loaned materials have been implemented without negative feedback.

GESTURE TO STURBRIDGE: Latham recommended the Board give to the Joshua Hyde Library in Sturbridge a copy of Holmes Ammidown's HISTORICAL COLLECTIONS and five maps from that source that the library has in multiple copies in recognition of the newly renovated facility due to open in Sturbridge in a few months. Dumas moved the Board accept Latham's recommendation. Mills seconded. So voted. It was generally agreed that a bookplate should be attached to the encapsulated maps acknowledging the source of the gift.

NON RESIDENT USE: Latham called to the Board's attention the JACOB EDWARDS LIBRARY PROGRAMS: POLICY AND PROCEDURES statement, which was approved by the Board in May, 1986. It appears that the provisions in the statement which allows the library to give first preference to Southbridge residents for program registrations may be contrary to state regulations. Latham also noted that the local policy is in conformance with current Central Massachusetts Regional Library System policy, however the Massachusetts Board of Library Commissioners has noted the problem in the Regional policy and is taking the situation under advisement. Latham indicated that the language in the state regulations was ambiguous, and advised the Board not to consider any changes to the local policy at this time.

RE-NAME STUDY ROOMS: Latham suggested the Board consider re-naming the two small conference rooms on the top level of stacks which are currently called Study A and Study B. No specific recommendations for names were made, and no motion was made.

MEET THE COMPOSER PROGRAM: Mills moved the Board allocate \$175 from trust to pay for an upcoming children's program entitled MEET THE COMPOSER. Dumas seconded. So voted. Latham noted that the cost of the program was to be 100% reimbursed with a grant from the local arts lottery grant awarded to the library.

The meeting adjourned at 1:35 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
APRIL 8, 1989

Call to order: 12:01 p.m.

ATTENDANCE: Lewis, Mills, Dacoles, VanVooren and Latham.

SECRETARY'S REPORT: Mills moved that the minutes of the March 28, 1989 meeting be accepted as presented. Dacoles seconded. So voted.

TREASURER'S REPORT: Latham, in Dumas' absense, reported on the status of funds held locally. Mills moved the report be accepted as presented. Dacoles seconded. So voted.

FY'90 BUDGET: Latham reported that there had been no changes in the FY'90 budget, however he noted that he had been invited to return to a second meeting of the Human Services Subcommittee of the council to further discuss the proposed budget on April 19.

RE-NAME STUDY ROOMS: Mills moved the two study rooms at the top level of the stacks be renamed the Grace M. Edwards and the Hannah M. Edwards Rooms, and that monies be appropriated from trust to purchase bronze door plates to match other door plates used in the building. Dacoles seconded. So voted.

LIBRARY FRIENDS: The Board discussed the draft by-laws for a Friends of the Jacob Edwards Library, however it was generally agreed ratification of the by-laws and appointment of officers should wait until a full board could be present. No motion was made.

POLICE REQUEST SPACE: Latham read a letter from the acting police chief requesting seven parking spaces on the north side of the entrance to the Foster Street parking lot be set aside for the exclusive use of police officers. The chief indicated the need for a secure place for police officers to park their personal vehicles while on duty. The Board generally agreed that there was a real need for parking space for police vehicles, however noted that the issue of parking in general was a critical issue for down-town Southridge as a whole. The Board indicated that it was not uncommon for library users to complain about the lack of space for public parking, particularly at times when the library was sponsoring special programs. Mills moved the issue be tabled until more of the Board could be present for discussion. Dacoles seconded. So voted.

LIBRARY HISTORIC STRUCTURES REPORT: Latham reported that he had been in contact with Susan Ceccacci regarding a possible

study of the library building. Ms Ceccacci has completed a number of studies for the Southbridge Historical Commission, and is currently preparing such a study for the Southbridge Town Hall. Latham noted that he is expecting a proposal shortly.

DIRECTOR'S REPORT: Latham reminded the Board that Mr. Dolan of the bank of New England would be visiting the trustees for the May 23rd meeting, and that a small luncheon would be catered; that the National Library Week observance and 75th Anniversary celebration were successful, reporting that flowers were given to the library by Mrs. Doris Racicot, Mrs. Gloria Kay, and by the Trustees of the Joshua Hyde Library in Sturbridge; that the United Methodist Church would again be running the library annual used booksale on May 20; and that the ten week sign language course has started, and that twenty-eight persons had enrolled.

The meeting adjourned at 1:12 p.m.

**TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MAY 23, 1989**

Call to order: 12:01 p.m.

ATTENDANCE: Lentl, Dumas, Morrill, Lewis, Mills, Dacoles, VanVooren and Latham. John Dolan, representing the Bank of New England, also joined us for the meeting.

SECRETARY'S REPORT: Mills moved that the minutes of the April 18, 1989 meeting be accepted as presented. Dacoles seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally. Mills moved the report be accepted as presented. Dacoles seconded. So voted.

FY'90 BUDGET: Latham reported that the Town Council is scheduled to vote on the Town's operational budgets on May 30. He indicated that he expected no changes in the amounts previously discussed with the Board, which would essentially represent level funding.

CD ROM SPACE NEEDS: Latham briefly outlined the space needs associated with the placement of new CD ROM equipment expected at the library. Lewis moved to authorize Latham spend up to \$1,000 from trust to accomodate the new equipment, including special tables, wiring, or other related expenses. Dumas seconded. So voted.

A-V AREA WORK SURFACE: Morrill moved that Latham be authorized to spend up to \$300 from trust to have Bay Path Vocational High School construct a built-in, wall-length work surface for the audio-visual room in the adult service area. Mills seconded. So voted.

LIBRARY FRIENDS: Mills moved that the issue of creating a Friends of the Library be tabled until the June Board meeting. Dumas seconded. So voted.

POLICE REQUEST SPACE: Mills moved that the request of the police department for dedicated parking spaces be denied. He instructed Latham in his response to the acting police chief to emphasize the Board's sympathy with the police for the lack of adequate parking downtown, however it is a situation the library also shares, and that it is time Southbridge faced up to the parking problem. Allowing the police to use library space would only postpone the Town's attention to this issue. Lewis seconded. So voted.

LIBRARY HISTORIC STRUCTURES REPORT: Mills moved the issue of contracting for a study of the library building be tabled until the June meeting. Lewis seconded. So voted.

NON-RESIDENT BORROWING: Morrill moved that the Jacob Edwards library, in compliance with Standard 6(b) of the Commonwealth of Massachusetts Regulations for public libraries, deny borrowing privileges to residents of Massachusetts communities not able to extend privileges on a reciprocal basis. Mills seconded. So voted.

DIRECTOR'S REPORT: Latham explained to the Board that he would be creating a display to show the proposed elementary school construction project to be voted on in a referendum ballot on June 2, noting that the library would attempt to create an unbiased presentation; he explained there were four positions open or opening, including the library custodian, p-t assistant librarian in the adult service area, and two high school pages; the Deneson will has been preserved and returned from the New England Document Conservation Center; the Globe Village scene by Francis Alexander appears in a book written by a local author who unfortunately applied the incorrect credits; the library's used booksale has been rescheduled for Saturday, June 24.

The meeting adjourned at 1:02 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JUNE 23, 1989

Call to order: 12:01 p.m.

ATTENDANCE: Lenti, Dumas, Morrill, VanVooren and Latham.

SECRETARY'S REPORT: Dumas moved that the minutes of the May 23, 1989 meeting be accepted as presented. Morrill seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally. Morrill moved the report be accepted as presented. VanVooren seconded. So voted.

FY'90 BUDGET: Latham reported that the Town Council had approved the library's operational budgets on May 30. He indicated that the amount was 10% less than the amounts previously discussed with the Board, however the 10% reduction was expected to be restored when the town receives word from the state on the state aid figures.

LIBRARY FRIENDS: Morrill moved that the Friends of the Jacob Edwards Library be organized with the following initial slate of officers:

President	Raymond Lenti
Treasurer	G. Daniel Dumas
Clerk	Ronald Latham
Director	Marcelle VanVooren
Director	Edgar Lewis
Director	Paul Mills
Director	Daniel Morrill
Director	Paula Dacoles

Dumas seconded. So voted. Latham will complete the Articles of Organization form to be filed with the state.

LIBRARY HISTORIC STRUCTURES REPORT: Morrill moved the proposal for a Historic Structures Report submitted by Susan Ceccacci not be accepted at this time. Dumas seconded.

LIBRARY FICTION PROJECT: Latham reported on estimates for printing the YEAR OF THE PEAR, by Linda Daniels. For a printing of 500 copies, the cost would be \$5.95 per copy, for a total of \$2,975. This price is for "perfect binding," which is a standard type of paperback cover. A comb binding would be an additional \$1.00 per book. The Board generally agreed that 500 copies would be more than what the library could reasonably hope to distribute, and requested Latham get prices for printing 200 and 300 copies. No motion was made.

NON-RESIDENT USE: Morrill moved that library staff be authorized to do searches for non-residents of the C/W MARS database of other member library holdings, but that interlibrary loan requests for these patrons should be forwarded to their local libraries. Dumas seconded. So voted.

SUMMER READING CLUB: Latham distributed to the Board schedules of the library's summer reading club, and reported that roughly 215 children had enrolled. Dumas moved the Board allocate up to \$400 from trust funds to sponsor reading club activities for the summer. Morrill seconded. So voted.

BOARD REORGANIZATION: Latham reported that Ted Lewis would be reappointed to the Board for a three year term effective July 1. Morrill moved the following slate of officers for the trustees:

Chairman	Raymond Lenti
Secretary	Marcelle VanVooren
Treasurer	G. Daniel Dumas

VanVooren seconded. So voted.

AUDIO CASSETTE DISPLAY CABINET: Latham reported that the audio cassette display cabinet was running out of space. Dumas moved the Board allocate up to \$350 from trust to purchase a new display panel for the existing cabinet. VanVooren seconded. So voted.

UNAUTHORIZED PARKING: Morrill expressed concern at the unauthorized parking in the library's staff and handicapped parking lot. Latham noted that offending vehicles are given a note on the windshield with a polite warning, however Morrill felt that stronger measures should be considered. No motion was made.

DIRECTOR'S REPORT: Latham reported that the town manager was resigning; and that he was currently interviewing for the building custodian and library assistant positions.

The meeting adjourned at 12:51 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
SEPTEMBER 26, 1989

Call to order: 12:01 p.m.

ATTENDANCE: Lenti, Dacoles, Dumas, Morrill, VanVooren, Mills and Latham.

SECRETARY'S REPORT: Mills moved that the minutes of the June 27, 1989 meeting be accepted as presented. Morrill seconded. So voted.

TREASURER'S REPORT: Dumas submitted the annual report of the treasurer for the Board's consideration, and also reported on the status of funds held locally. Morrill moved the reports be accepted as presented. Mills seconded. So voted.

CORRESPONDANCE: Lenti read a letter of thanks from Mary White, childrens librarian, who acknowledged the trust donation to the summer reading club, and noted that this year's enrollment of 190 youngsters was up 40 over last year.

FY'90 BUDGET: Latham reported that the Town Council had restored the 10% cut in the library's operational budget, bringing this year's appropriation back up to level funding.

LIBRARY FICTION PROJECT: Latham reported on changes in the proposed publication of the YEAR OF THE PEAR, by Linda Daniels. Rather than printing it by itself, it was agreed to include it in the update of the history put out for the town's sesquicentennial in 1966. That document is due for updating when the town celebrates its 175 anniversary next year. A grant from the Wells Foundation is being prepared to hire a coordinator for that project. The Southbridge Historical Society will serve as fiscal agent for that project.

LATHAM TO MOVE FROM SOUTHBRIDGE: Lenti reported that Latham had decided to move from Southbridge. Noting that there had been an agreement between Latham and the Board that as library director he would reside in Southbridge, Dumas moved that an exception be made in the residency requirement for Latham, however this exception should not be considered a precedent, and that subsequent directors should be residents of the Town. Dacoles seconded. So voted.

VETERANS DAY HOLIDAY: At the request of the town manager, the Board discussed the Veterans Day holiday which will this year fall on Saturday. Existing library policy (voted November 1988) states that the library shall close Friday

and Saturday. The Board generally agreed that no change should be made in that policy. No motion was made.

REFERENCE POLICY: Latham distributed to the Board a proposed Reference Services Policy, which was discussed in general terms and will be brought up for a vote at the Board's October meeting. No motion was made.

CD ROM USE POLICY: Latham distributed to the Board a proposed CD ROM Use Policy, which was discussed in general terms and will be brought up for a vote at the Board's October meeting. No motion was made.

FOOD AND DRINK IN THE LIBRARY: Mills moved that effective immediately, no food or drink be allowed in the reading rooms, hallways and other public areas of the library. Refreshments would be allowed in the Southbridge and Popple Rooms in conformance with the provisions of the library's meeting room policy. Morrill seconded. So voted.

MLTA MEMBERSHIPS: The Board generally agreed that because annual membership rates to the Massachusetts Library Trustees Association have increased from five to fifteen dollars, that rather than have the library pay for seven memberships, there would be one only, using the library as a mailing address. Mailings would be available in the trustees bill signing folder. No motion was made.

BENEFACTOR ACKNOWLEDGEMENT: Lentl proposed the library acknowledge the generosity of major benefactors in some way, with a plaque to be hung in the library or some other visible token of appreciation. No motion was made.

FILE CABINET PURCHASE: Dumas moved that the Board authorize Latham to spend up to \$200 from trust to purchase a two drawer file cabinet for storage behind the adult circulation desk. VanVooren seconded. So voted. Dacles suggested Latham hold off purchasing until she checks with the American Optical Company to see if any such cabinets are available as surplus there.

ANNUAL REPORT OF THE LIBRARY DIRECTOR: Latham distributed his annual report to the Board for their consideration.

DIRECTOR'S REPORT: Latham read a letter of thanks from the Methodist Church for allowing them to again sponsor the library's annual booksale.

The meeting adjourned at 1:07 p.m.

**TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
OCTOBER 24, 1989**

Call to order: 12:01 p.m.

ATTENDANCE: Lenti. Dacoles, Dumas, VanVooren. Mills. Lewis and Latham.

SECRETARY'S REPORT: Mills moved that the minutes of the September 26, 1989 meeting be accepted as presented. Dumas seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally. Mills moved the report be accepted as presented. VanVooren seconded. So voted.

FISCAL YEAR 1991 BUDGET: Latham indicated that it was time to begin deliberations on budget projections for fiscal year 1991. He indicated he would be trying to put together a budget for the Board's consideration at their November meeting.

REFERENCE POLICY: Mills moved the Reference Services Policy proposed by Latham be accepted as revised. Dumas seconded. so voted.

CD ROM USE POLICY: Mills moved the CD ROM Reference Services policy proposed by Latham be accepted as revised. Dumas seconded. So voted.

EQUIPMENT USE POLICY: Mills moved the EQUIPMENT USE POLICY approved in February 1988 be revised to allow in house equipment to be used by any registered borrower in good standing, which conforms to the provisions of the Library Bill of Rights. Dumas seconded. So voted.

PUBLIC USE OF LIBRARY TELEPHONES: Latham noted that there was another area of equipment use that needed further study, and that was the public use of library telephones. He reported on the ongoing problems associated with the telephones and felt strong guidelines needed to be in place to prevent abuse. The Board generally agreed that Latham should investigate the costs of placing a public pay phone in the library, and/or placing an additional phone at the adult circulation desk, and should develop a recommendation for dealing with this problem to be discussed at the November Board meeting. No motion was made.

LIBRARY TRUSTEE BY-LAWS: Latham reported that the by-laws for the Board of Trustees had last been revised in 1977, and that several changes should be made to bring the by-laws into line with current practice. Recommended changes were

distributed to the Board for their consideration and should be brought up for a vote at the November meeting. No motion was made.

TELEFAX USE CHARGES: Mills moved the charge of \$.25 per page for telefax transmissions should be stricken from the library's TELEFAX GUIDELINES. Dacoles seconded. So voted.

STUDY ROOM CARPETS REPLACED: Dumas moved Latham be authorized to investigate replacement of carpets in the library's two third floor study rooms at trust expense and report to the Board at the November meeting with cost estimates. Mills seconded. So voted.

TRUSTEE TRAINING: Lentl reported on the Trustee Training workshops sponsored by the CMRLS and the request that Southbridge host one of the sessions. Latham recommended Southbridge work cooperatively with Sturbridge to schedule two meetings that would compliment each other. The Board generally agreed that Latham should contact Sturbridge to make the arrangements.

LATHAM RESIGNS: Latham reported that it was with considerable reluctance that he was submitting his resignation to the Board effective December 8 to accept a position in another community.

The meeting adjourned at 1:21 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
NOVEMBER 28, 1989

Call to order: 12:05 p.m.

ATTENDANCE: Lenti, Dacoles, Dumas, VanVooren, Mills, and Latham.

SECRETARY'S REPORT: Dumas moved that the minutes of the October 24, 1989 meeting be accepted as presented. Mills seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally. Mills moved the report be accepted as presented. VanVooren seconded. So voted.

FISCAL YEAR 1991 BUDGET: Latham distributed to the Board a proposed operational budget for FY'91. The Board generally agreed that "\$SOURCE" AND "\$DATE" columns should be stricken from the Facility Needs Statement. Mills moved the Board approve the budget proposal as amended. Dacoles seconded. So voted. It was generally agreed to withhold submission of the budget proposal until the submission deadline so that any changes required by the Town can be made on the document.

LIBRARY TRUSTEE BY-LAWS: Mills moved the by-laws distributed to the Board at the October meeting be accepted with the following amendment: that the statement in Article IV. Section 1 describing the responsibilities for the Treasurer should limit and or emphasize authority over library trust funds, not over operational funds. Dacoles seconded. So voted. Mills reminded the Board that under the new by-laws, a change of officers is required and that the Board shall have to reorganize. It was generally agreed to do this at the next meeting of the Board when additional members would be present.

ADDED TELEPHONE EXTENSION: Mills moved the Board allocate up to \$500 for the purchase and installation of a new telephone extension for the adult service desk. Dacoles seconded. So voted.

PUBLIC PAY PHONE: VanVooren moved the Board allocate up to \$110 to pay for the installation of a public pay phone in the library. A monthly service charge of \$20.26 has been factored into the proposed operational budget for FY'91. The phone company requires a guaranteed revenue of \$.40 per day. Mills seconded the motion to install the phone. So voted. It was generally agreed that more discussion would be necessary to determine library policy on public use of library phones in the future.

EDWARDS ROOMS CARPET REPLACEMENT: Latham estimated replacement costs for the carpets in the Edwards Conference Rooms to be roughly \$1,800, but recommended action on the item be tabled until a new director is hired. No motion was made.

LIBRARY DIRECTOR REPLACEMENT PROCESS: The Board discussed the process of replacing the Library Director, setting a tentative time table for themselves and setting a format for interviewing finalists. Latham indicated that Petrelli would be promoted to interim Library Director, with a salary increase from grade L/S-3mx to grade L/S-6mn, a jump of roughly \$80 per week.

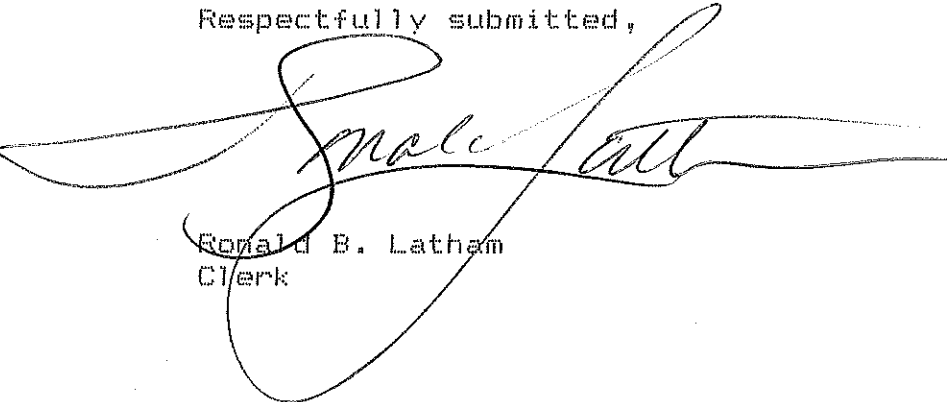
FICTION PROJECT: Latham reported that George Geers had indicated he would be interested in publishing the Linda Daniels fiction if the Wells Foundation grant proposal should not be accepted.

TRUSTEE TRAINING: Latham reported that the Joshua Hyde Library in Sturbridge had agreed to co-sponsor the trustee training workshops. Southbridge will host the first on Wednesday, January 24 from 2:00 to 4:30 p.m., and Sturbridge will host the next on Wednesday, January 31 from 7:00 to 9:30 p.m.

SINNI RESIGNS: Latham reported that Carol Sinni, a part-time employee placed at the library for the last eleven years through the Green Thumb Program had resigned. Latham is investigating replacing Mrs. Sinni through that program but indicated it would be difficult to attract candidates willing to work for the wage offered through the program.

The meeting adjourned at 1:21 p.m.

Respectfully submitted,



Ronald B. Latham
Clerk