

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
AUGUST 21, 1990

Call to order: 12:05 p.m.

ATTENDANCE: Lentl, VanVooren, Dumas, Lewis, and Williams.

SECRETARY'S REPORT: Lewis moved that the Minutes of the June 19, 1990 meeting be accepted as presented. VanVooren seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally, and that his annual report is complete except for our photocopier receipts figure. He will submit the report at the September meeting. VanVooren moved the report be accepted as presented. Lentl seconded. So voted.

FISCAL YEAR 1991 BUDGET: The news of the Town's and the State's fiscal situation continued to worsen throughout the summer. Williams reported that, with the exception of a couple of letters to the editor and one angry message on our answering machine (the prerecorded message gives our hours), the public has been discouragingly quiet, complacent and accepting of our reduced hours.

Dumas voiced guarded optimism that perhaps when the final figures are in for our free cash, there could be some restoration of funding. The Town Administration has shown itself to be quite conservative in fiscal management, which is probably prudent. It increases the chance that any surprises might be pleasant ones rather than disasters.

Lewis questioned the impact of our reduced funding and hours on our chances to receive State Aid to Libraries, Library Incentive Grants and Municipal Equalization Grants. Williams outlined the Board of Library Commissioners' likely decision to pro-rate funding for towns that have not "punitively" cut their libraries' funding, as most of us are in the same situation.

WELLS GRANT - SOUTHBRIDGE HISTORY BOOK: George Geers has prepared a page-by-page outline of the book to be published in 1991. It allows for the Deneson fiction & illustrations to be on pages 29-50 of a 96-page book. Geers, Mills, Lentl and Williams will be attending the 175th Anniversary meeting at Town Hall next Monday, August 27.

CUSTODIAL SITUATION: Williams worked with the Town Manager to develop an appropriate specifications sheet for the cleaning needs of the library, so that we can advertise for bidders for a cleaning service contract for the remainder of the fiscal year. The first advertisement is scheduled for today's Southbridge News, with bids to be opened September 4 at Town Hall.

Meanwhile, the staff are emptying book drops and trash cans, but draw the line at cleaning the restrooms, which Williams will close pending selection of a cleaning service, when they become objectionable. The entire staff misses Summer Youth Employment Program worker Joe Cruz, who had done a nice job of getting the building caught up cleaning.

The Department of Public Works has been of much help with our wiring, air conditioners, etc., and have promised to change the photocell-activated floodlights for the staff parking lot. Williams communicated the concerns of his staff and their families about the dangers of leaving at 9:00 PM into a dark area, and the suggestion that they ask the police for protection at closing up time. The Trustees agreed this might be a good idea.

CORRESPONDENCE: Individual Trustees have received mail from the Massachusetts Library Trustees Association, which seeks to expand its membership. Lewis recalled a decision several years ago that every Trustee would join. He has seen the membership of the organization grow from 300 to several thousand. Lenti and VanVooren recalled a change to this last year, but not the details. It was agreed that however many memberships were paid for last year, the money had come from our town budget for memberships, rather than from the Trustees funds. This item was tabled until the next meeting. Williams will bring records of what had been decided last year.

The American Library Association offers memberships to libraries, as well as to individual librarians. Our cost would be \$110, and in light of his individual membership in the Association, Williams suggested this might be a luxury. The Trustees thought so too.

Williams showed a flyer from the Children's Book Council, Inc., advertising posters and book marks for [Children's] Book Week, Nov. 12 - 18, which Mrs. White would like to purchase for the Children's Room - but not with her appropriated funds. VanVooren moved and Dumas seconded that the Trustees pay \$17.50 for that purpose.

VOLUNTEERS: Williams wondered if the same Book Week might be a good time to announce the "Family of the Year" and "Reader of the Year" awards, since he did not do so during National Library Week. He had wondered if this year's "family" should be the group of people who have served as volunteers since the news of our cutbacks, but his staff helped him to see that the traditional way is too nice to change. However, the Trustees agreed that we should recognize our volunteers, and voted to pay up to \$50 for certificates and/or small gifts of thanks. Williams will get some publicity for the volunteers and the library.

FALL HOURS OF OPENING: Williams will publicize this schedule, to begin the week of September 9 - 15, with a clear indication that "we may have to cut more": Tuesday & Thursday 10 AM - 9 PM; Wednesday, Friday & Saturday 10AM - 5 PM; Closed Sunday and Monday.

We will review our success in maintaining these hours with a reasonable level of service and staff wear-and-tear as well as being guided by public reaction to the new schedule. The Trustees unanimously voted "Strong support for flexibility" by the Library Director and his staff in arranging work schedules to minimize the negative impact on the staff while maximizing the usefulness of our hours of service. This could include a four day work week when practical, and desired by the staff member.

The level of staffing is very "thin" in any case, and illnesses or other emergencies, especially if coinciding with other employees' vacations, could have a severe impact.

MEETING ROOMS IN REDUCED HOURS: Demand for use of our meeting rooms has intensified due to the reduced number of hours in which to schedule them. A caller, Fran Lacasse, wanted to schedule one of our rooms on a regular basis of 10 AM to 2 PM every Tuesday, September through December, for a QCC Extension course, but all of the rooms are booked for at least part of that time. Ms. Lacasse wondered why Mike Veshia was able to use the Ploppi Room on such a regular basis on Thursday nights. Williams knew only that the arrangement predated his arrival. He'll try to get the answer to this question for the next meeting.

Of greater concern to Williams and his staff is the impact of all this on Literacy Volunteers tutors and their students. Several months ago Williams had refused a request from Nancy McGuinness to allow tutors to use the meeting rooms between 9 and 10 AM, when staff are at work but the library is closed to the public. It was particularly embarrassing that within a day or two of his refusal there was a 10 AM meeting of the Women's Club, and a number of early arrivals were in the library while it was "closed."

It was not the contradiction, but the importance of our support for the work of LVS that led Williams to reconsider. The Trustees agreed with Williams' staff that so long as the tutors understand no library services will be available, they can book rooms between 9 and 10 for tutoring.

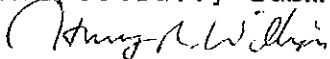
LIBRARIAN'S REPORT: Williams reported that the Infotrac CD-ROM work station was shipped back to Information Access on August 1. He is planning to attend several meetings of committees of the Massachusetts Library Association and C/W MARS before the next meeting, although he dislikes leaving the library when our staffing has been so reduced. The Trustees encouraged him to keep active in professional associations. The Town of Southbridge is beginning a program of recycling paper, and Kevin Mullaney of the Health Dept. has brought a couple of receptacles to the library.

The Town Manager recently requested that Department Heads submit their FY90 Annual Reports by this Friday, August 24, and Williams promised his would be quite brief due to the limited time available for its preparation.

Williams reminded the Trustees that his six months anniversary will be this Sunday, the 26th, and he has not met with them to establish a contract. He displayed an advertisement from the Worcester Public Library for an entry level Children's Librarian, the same position he held before any of his three Library Director positions. Were he still in that position (le at top step) he would earn several hundred dollars more than he is projected to earn even after his next step raise, scheduled for February.

ADJOURNMENT: Next meeting will be Tuesday, September 25, at Noon. Lewis moved, and Dumas seconded, to adjourn. The meeting adjourned at 1:05 P.M.

Respectfully submitted,



Harry R. Williams
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
SEPTEMBER 20, 1990

Call to order: 7:30 p.m.

ATTENDANCE: Lenti. Morrill. Dacoles. Lewis. Mills and Williams.

SECRETARY'S REPORT: Lewis moved that the Minutes of the August 21, 1990 meeting be accepted as presented. Mills seconded. So voted.

TREASURER'S REPORT: Mills moved that the Treasurer's report be waived, as the Treasurer was unable to attend. Dacoles seconded. So voted.

FISCAL YEAR 1991 AND 1992 BUDGETS: The new fall schedule was publicized in the last two weeks. Morrill asked if there had been cuts in school libraries, resulting in more demand for our services. So far, this has not happened.

Williams said it had been a mistake to let the Town "dictate" our budget cuts line-by-line, and that the Town Council and Manager should have given the Board of Library Trustees a "bottom line figure" which the Trustees and Librarian would be able to allocate more effectively.

The cuts in this year's budget reduced our staff hours by 28% while achieving only an 18% cut in spending. The staff who remain are quite overextended, while this year's materials appropriation is ^{more} much than State Aid standards, as a percentage. Meanwhile, due to the extended spending freeze last year, we did not spend the required percentage on materials, although the appropriation had been higher than needed to do so, had we been able to spend it.

Williams vowed to lobby the Town to give us just a bottom line for the Fiscal Year 1992 Budget, so we can avoid such problems in the future. He also showed the letter he had prepared to justify our Application for Waiver of MAR (Municipal Appropriation Requirement), which will accompany our application for Library Incentive and Municipal Equalization Grants.

CUSTODIAL SITUATION: Upon opening cleaning service bids, the Town Manager told Williams all the proposals were far too expensive, and requested he prepare a job description and advertising copy for a temporary part-time custodian to serve until the Worker's Compensation situation is resolved. Williams' response was quick, but he voiced reservations about who should take the lead in filling library vacancies - the Town Manager or the Trustees. He did get approval to bring in a cleaning service until we hire someone, and had recently closed the public rest rooms and arranged for cleaning the reading room carpets, as both areas had become dirty and malodorous. The Trustees agreed to pay \$60.00 for the carpet cleaning.

STAFF LETTER TO TRUSTEES: The condition of the library led to the drafting of a letter from the library's employees to the Board of Library Trustees. Williams was aware of the letter, but told the staff that he, not the Trustees, was "the problem." In the sense that it is his duty to see to the condition of the physical plant as well as our services.

The Trustees voiced concern that Mr. Williams should exercise leadership such that in the given situation, he should have brought this matter to their attention on behalf of his staff, rather than allow a situation to develop in which it might appear his staff was "going around" him. Williams agreed that this was an opportunity to learn to exert more forceful leadership.

MLTA MEMBERSHIPS: The Meeting Minutes of September 26, 1989, reported that "The Board generally agreed...that rather than have the library pay for seven memberships, there would be one only, using the library as a mailing address." Lewis indicated he had already paid for his personal membership, but thought we should pay for all seven Trustees' memberships in the future. Mills moved that the library should pay for the Chair to be a member, with the Board encouraging members to join individually. Morrill seconded. So voted.

LIBRARIAN'S REPORT: Williams reported last month that he would file a brief Annual Report for FY90, due to the short notice given in the Town Manager's request for reports. It turned out to be six pages long and full of charts like those submitted in prior years. Copies are in each Policies & Procedures Manual.

The Commonwealth recently enacted legislation which specifies severe penalties for theft or mutilation of library materials. The law became effective September 6, and libraries received notification only a few days after the press releases which led to it being the subject of nationwide ridicule in editorials and news spots.

Williams wrote a strong letter of protest to the Director of the MADD (Mothers Against Driving Drunk) after one of their staff had been too aggressive in his protest of our rest room closings. The Trustees agreed that Williams should "stick up for" his staff.

ADJOURNMENT: Next meeting will be Tuesday, October 23, at Noon. Mills moved, and Morrill seconded, to adjourn. The meeting adjourned at 8:50 P.M.

Respectfully submitted,

Harry R. Williams
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
OCTOBER 23, 1990

Call to order: 12:05 p.m.

ATTENDANCE: Lenti, VanVooren, Dumas, Mills and Williams.

SECRETARY'S REPORT: VanVooren moved that the Minutes of the September 20, 1990 meeting be accepted as presented. Dumas seconded. So voted.

TREASURER'S REPORT: Dumas distributed copies of the Summary of Funds in Custody of Trustees Year Ending June 30, 1990, and reported on expenditures for the first quarter of the new year. Mills moved to accept the Treasurer's Report. VanVooren seconded. So voted.

FISCAL YEAR 1991 AND 1992 BUDGETS: The Town Manager will meet with Department Heads on November 7, to distribute forms and begin the FY92 Budget process. This will be the day after Election Day, so we will know if Question #3 has been passed. Some local agencies have begun to lobby against passage of the CLT Petition as harmful to the community.

The Town Manager feels we can complete the Fiscal Year at the levels appropriated if it does not pass. Williams said it was frustrating to have to consider "no more cuts" to be good news, but that the public seems to be accepting reductions in many areas and agencies, not just at the library.

SOUTHBRIDGE 175th ANNIVERSARY: George Geers continues to work on the history book. Mills, Lenti and Williams have been attending monthly meetings to plan the celebrations.

CUSTODIAL SITUATION: The cleaning service (David Remillard of Sturbridge) has been doing a pretty good job. There were 15 applicants for the job of temporary part-time custodian. Williams is holding a final interview this afternoon, before submitting his recommendation to the Town Manager. There was some discussion as to who should take the lead in filling library vacancies - the Town Manager or the Trustees and the Library Director. Cooperation is key.

VOLUNTEERS: The Library has again received a Gold Award for 100% participation in the 1989-1990 United Way campaign. The new campaign is gearing up, and Williams attended a meeting on the subject at Town Hall this morning. The library is also well represented in Literacy Volunteers of Southbridge. Sister James Bernard is a member of the Board of Directors, and Williams is Treasurer.

Volunteers at the library have continued to donate time and help with tasks such as shelving, covering books, and filing. Williams will determine if they would like to have a function such as a luncheon to recognize their contributions, or just a heartfelt "Thank you!"

LIBRARIAN'S REPORT: The Town Manager has begun implementing new Procurement Guidelines, as required by the Commonwealth, which in some cases require much more paper work than before. The library has benefitted from "State Bid Lists" which provide maximum discounts, with the bid related work already performed and certified by the State.

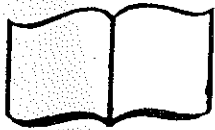
An elderly patron has been exposing himself in the library, witnessed by both library staff and members of the public. Williams will bar him from the library, and if possible, refer him to some agency for help.

MADD (Mothers Against Driving Drunk) apologized - both the individual employee who had been so aggressive in his protest of our rest room closings, and the Director on behalf of the organization. They appreciate use of our meeting rooms.

ADJOURNMENT: Next meeting will be Tuesday, November 27, at Noon. Mills moved, and Dumas seconded, to adjourn. The meeting adjourned at 12:43 P.M.

Respectfully submitted,

Harry R. Williams
Clerk



Jacob Edwards Library

236 Main Street
Southbridge, MA 01550-2598

Telephone: 764-2544

TRUSTEES OF THE JACOB EDWARDS LIBRARY MEETING MINUTES NOVEMBER 27, 1990

Call to order: 12:05 p.m.

ATTENDANCE: Lenti, VanVooren, Dacoles, Mills and Williams.

SECRETARY'S REPORT: VanVooren moved that the Minutes of the October 23, 1990 meeting be accepted as presented. Dacoles seconded. So voted.

TREASURER'S REPORT: Williams had not gotten the necessary information from Dumas to be able to report in his absence, so no report was presented.

FISCAL YEAR 1991 AND 1992 BUDGETS: Williams showed draft of a memo to the Town Manager requesting a Supplemental FY91 Budget increase of \$8,372, which would allow rehiring 3 Pages, Bookkeeper, reinstituting reserve book system, and staying open late on Wednesday. Impetus for drafting the request was news of \$100,000 additional funding to School Dept. last month.

When asked how much was "really needed," ie to restore former service levels, Williams said approximately \$12,500 would permit rehiring of all Pages, a Bookkeeper, and return to six full days or 58 hours/week. The Trustees recommended Williams rework the memo to request that amount.

Meanwhile, this Friday, November 30, is deadline for submission of Initial FY92 Budget Proposals by Department Heads to Town Manager. Williams presented outline of his initial draft in three variations, based on current staffing level, adding three Pages, and adding six Pages. Mills moved and Dacoles seconded that our proposal reflect "normal" levels of staffing and service.

In the area of possible Capital Budget expenditures, Mills suggested we replace the mats outside the entrances. The one at the Main Street side is in such terrible condition that Mills moved and VanVoorn seconded that the Trustees pay up to two hundred dollars for this purpose. Mills also urged Williams to contact Massachusetts Electric and ask for a free energy analysis, as this might be a source of improved lighting and savings.

CUSTODIAL SITUATION: Williams sent a recommendation to the Town Manager last week, after a second round of interviews of custodial candidates. He had earlier chosen Vincent Chenevert, after the first round, but "Vin" is now working for the School Department, technically the same employer, so the custodian job would have to be paid as overtime. The new choice is Tina Sgariglia, whose references have been very positive. The Town Manager will review her application materials and set up an interview.

VOLUNTEERS: Williams recently sent a memo to the Town Manager, describing how volunteers at the library have continued to donate time and help with tasks such as shelving, covering books, and filing. Mrs. Chandler had asked for the details after being approached by one of the volunteers (a School Committee member) who wanted her to mention such efforts on the television.

The Garden Club will decorate the library for Christmas. Mills suggested that those who have come forward to serve as volunteers would be excellent initial members of the Friends of the Library, as we seek "501 3c status."

LIBRARIAN'S REPORT: The Town Council approved the "prior year expense" funds necessary to make a retroactive payment of monies due to Michelle Mahaney. An error was made on the Employee Compensation Form sent to Town Hall when she was hired, such that we underpaid her by more than \$500 in her first year at the library.

Williams reported on some frustrating problems with the Town Accountant's office regarding reimbursements to Mary White for purchases of Story Hour supplies and materials made out of pocket at convenient or inexpensive vendors. We are supposed to set up charge accounts for all such purposes. There have also been some comments about paying for refreshments, which do not reflect an understanding of the nature of children's programming. The Trustees indicated a willingness to underwrite such purchases, so we can concentrate on "the important stuff" with the Town.

The Trustees also agreed to pay for tuning the piano, an item that is in the budget but unfunded this year. It will be used by the Golden Harmonizers of the AARP next week, when they entertain at the Literacy Volunteers Christmas party.

Williams has been drafted (actually it's Southbridge's turn on a 3-year rotation) to serve on the Executive Committee of the Board of Directors of C/W MARS (Central/Western Massachusetts Automated Resource Sharing.) They have scheduled meetings that conflict with Trustees' meetings on the Fourth Tuesday of several months. VanVooren moved and Mills seconded that beginning next month, our meetings be held on the THIRD Tuesday. Williams will draw up a calendar of meetings and send them to each Trustee.

ADJOURNMENT: Next meeting will be Tuesday, December 18, at Noon. Mills moved, and Dacoles seconded, to adjourn. The meeting adjourned at 1:10 P.M.

Respectfully submitted,

Harry R. Williams
Clerk



Jacob Edwards Library

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
DECEMBER 18, 1990

236 Main Street
Southbridge, MA 01550-2598
Telephone: 764-2544

Call to order: 12:00 p.m.

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

SECRETARY'S REPORT: Mills moved that the Minutes of the November 27, 1990 meeting be accepted as presented. Dacoles seconded. So voted.

FISCAL YEAR 1991 BUDGET: Williams delivered a memo to the Town Manager on November 29, requesting a Supplemental FY91 Budget increase of \$12,532, which would allow rehiring laid-off staff and restoring our full schedule of 58 hours per week. The Town Manager said she could not submit any additional funding for our or any department at this time.

Williams sent a letter to Darlene M. Marcucci, Chair of the Education and Human Services Subcommittee of the Town Council, along with a copy of the memo to the Town Manager. The letter emphasized the inordinate impact on our staffing of the cuts made, and the real possibility of losing our Library Incentive Grant and Municipal Equalization Grant monies. It expressed a willingness to meet with the subcommittee to discuss our plight.

FISCAL YEAR 1992 BUDGET: The Initial FY92 Budget Proposal submitted by Williams on November 30 was based of "current" staffing levels, per instruction of the Town Manager. However, Williams has alerted Mrs. Chandler that he is "lobbying" the Town Council to increase the current level.

Lenti has lobbied the Town Manager and others to look at our needs and understand why it is in the Town's interest to tend to them. He urged his fellow Trustees to "speak constantly" to the people they meet around town, to develop a consensus for library support.

Morrill pointed out that the support of the Town Manager is crucial, and it was decided that Lenti should invite Mrs. Chandler to our January meeting, on behalf of the Board of Library Trustees.

SOUTHBRIDGE 175th ANNIVERSARY: George Geers expects to finish the history book by January. Lenti, Mills, Dacoles and Williams have attended monthly committee meetings and subcommittee meetings to prepare for the celebration.

Lenti got permission from the Historical Society to pick up some copies of the 150th Anniversary book, to use as a tool for selling advertising in the new book. Lenti also suggested an author's book autographing event be scheduled for Norman Vandell, who grew up in Southbridge and has written an authoritative work on Queen Anne furniture. It would tie in nicely with our historical emphasis.

CUSTODIAL SITUATION: The Town Manager interviewed Tina Scariglia, Williams' recommendation after the second round of interviews of custodial candidates, on December 10th. Ms. Scariglia's physical is scheduled for this afternoon.

Meanwhile, the Town Manager approved a transfer of some of our unspent Custodial salary monies into our Building Maintenance account to pay for the cleaning service.

VOLUNTEERS: Williams asked for suggestions as to how to recognize the efforts of a number of volunteers who have continued to donate time and help with tasks such as shelving, covering books, and filing. Lenti suggested a party or event on Valentine's Day with a theme of "Volunteers - We Love 'Em."

LIBRARIAN'S REPORT: The Town Council will be asked to approve the Town Manager's recommended 4% raise for all non-unionized staff.

The water meter reader alerted Williams at the last reading that our usage (and therefore, our most recent water bill) was double the normal amount, so we should look for any leaks. The Boys' Room toilet had a defective valve. This was repaired for us by Gil of the DPW, who has also helped with the lights in the Children's Room.

The gutter over the Main Street entrance is plugged and causes a waterfall on patrons when it rains. This is one the DPW may not be able to help with. Lenti had suggested we ask the Fire Department for help. Williams has a meeting with Captain Ford this afternoon.

Wells Grant applications are being prepared by Children's Librarian Mary White for \$3,000 for "older" (6 to 9 year old) children's Story Hour programming, and by Nancy McGuinness for the Literacy Volunteers program.

Marilyn Travinski wants to set up a ceremony with the Directors of the libraries in her District (Charlton, Dudley, Southbridge, Sturbridge.) She has asked friends and colleagues that, in lieu of "farewell" gifts at the State House, they contribute to a "library fund" which she could pass along to us. Williams is making arrangements to hold the presentation here.

ADJOURNMENT: Next meeting will be Tuesday, January 15, at Noon. Dumas moved, and "everyone" seconded, with a "Merry Christmas!" to adjourn. The meeting adjourned at 12:59 P.M.

Respectfully submitted,

Harry R. Williams
Clerk