

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

Call to order: 12:05 p.m.

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

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

FISCAL YEAR 1991 BUDGET: On Thursday, February 22, Lenti and Petrelli met with the Town Manager, Accountant and Treasurer to present our budget proposals. We hope to know what to expect by the end of March.

At the request of the Town Manager and Treasurer, Petrelli submitted a report of the fees and fine schedule collected by the library. Williams contended that any increase would generate an insignificant amount of money compared to the potential loss of goodwill. The Trustees agreed.

LIBRARY TRUSTEE BY-LAWS: The amendment voted at the last meeting is already reflected in the by-laws as written up by Mr. Latham before his departure. Dumas moved that the Board of Library Trustees accept the bylaws as amended. Morrill seconded. So voted.

Mills reminded the Board that under these by-laws we need to nominate someone for the new office of Vice-Chairman. Lewis nominated Mills for the position. VanVooren seconded. So voted.

PUBLIC PAY PHONE: Williams reported that the phone is working, but that its location in the lobby sometimes causes congestion.

FICTION PROJECT: Williams reported that Petrelli had filed some supplementary information requested by the Wells Foundation, and asked for some clarification of the grant proposal vis-a-vis the Fiction Project. Mills explained that we should soon hear if the grant is approved. It is to publish the updated Historical Album of Southbridge which would include "The Summer of the Pears."

Lenti thought that George Geers would still be interested in publishing the Linda Daniels fiction if the Wells Foundation grant proposal should not be accepted.

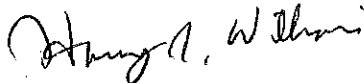
CUSTODIAL QUESTIONS: Williams reported that Mr. Cass, the custodian, had asked him some questions about the guidelines for his work and schedule the previous morning, implying that he took his direction from the Trustees. The Trustees responded that library employees are to be managed by the Library Director.

EASTER EGG HUNT: Williams heard from the Children's Librarian that due to budget cuts, the Recreation Department might be unable to provide the \$75.00 they have given other years for the Children's Easter Egg Hunt. Lewis moved that if the Recreation Dept. is unable to pay this, it be paid from Trust funds. Dacoles seconded. So voted.

NEW LIBRARY DIRECTOR: Williams thanked all for making him feel welcome to Southbridge, and reported learning much and having many questions, as this was his second day. He showed a list of forthcoming meetings he would like to attend or send staff members to attend, saying he would show them to the Town Manager before going, because of the "spending freeze." Dumas told him that for those meetings she would not approve, the Trustees would pay.

The meeting adjourned at 1:10 P.M.

Respectfully submitted,



Harry R. Williams
Clerk

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

Call to order: 12:05 p.m.

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

CHAIRMAN'S REPORT: Lenti reviewed the series of problems which had arisen since Williams' arrival (absence of custodian, vandalism and rowdiness) and suggested that when things improve the Trustees should recognize staff efforts. Williams added that entire staff has been wonderful, and have pulled together as a team.

SECRETARY'S REPORT: Minutes of the February 27, 1990 meeting were accepted as presented.

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

FISCAL YEAR 1991 BUDGET: Williams was notified this morning that our hearing is scheduled for this Thursday night, March 29, at Town Hall. Lenti is unable to attend, and will seek a rescheduling of the hearing.

We received from the Town Manager a "Proposed Budget" of \$277,360, representing a cut of \$11,669, and a so-called "Balanced Budget" of \$243,960, representing an additional cut of \$33,400. It is not clear if these numbers are intended to include our grants and trust monies.

If that is the case, such severe reductions might necessitate closing more than one day, opening later in the day, and a reduction in our programming. One group which will be impacted is retirees, who are usually morning patrons. If we lose our pages, it may be necessary to be closed on a weekday when staff can shelve books and perform other "maintenance" functions. We haven't heard if we'll get any Summer Youth Employment Program help this year.

FICTION PROJECT/175th ANNIVERSARY: Williams reported that The Wells Foundation Grant was approved, and that a check had been received for the \$4,500 to update the Town History Book. Unfortunately the check is made out to the "Jacob Edwards Library." Williams will consult with Mills about how to handle this. Lenti indicated that George Geers is ready to take over producing the book, that the Historical Society may be able to help, and that his hope is that the book can be published so cheaply that everyone in town can afford a copy. Perhaps it could be printed at Bay Path.

CUSTODIAL SITUATION: Williams reported that Mr. Cass had a workmens' compensation claim in the works, and that he had met with a claims adjuster on March 26. While awaiting resolution of this, he had sent a memo to the Town Manager on March 14, indicating that the Trustees were considering closing the public rest rooms, a Transfer Request for funds to pay for a cleaning service on March 19, and a written proposal for a cleaning service on March 22. As there was not yet any reply to these, it was decided that the public rest rooms be closed until a cleaning service is retained.

SPENDING FREEZE: Another memo to the Town Manager to which Williams is awaiting a reply was sent on March 22, and had to do with her freeze on spending monies in the current year's budget. Although Ms. Chandler had agreed to meeting-related in-state travel reimbursements (within budget), she had not yet agreed to lift her freeze on spending money for books or other library materials.

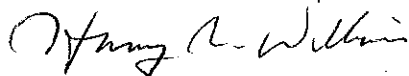
ROWDYISM/VANDALISM : Williams sent yet another memo to the Town Manager last week, on March 21, to alert her as to the extent of such problems. We have suffered graffiti, the discharge of our fire extinguishers, and the punching out of a window pane in the inside doors of the Foster Street entrance. Some of those who come to the library are loud, disruptive, and abusive to the staff. We have called the police as necessary, and will continue to do so.

A happier note to the Town Manager was a copy of the thank you letter of March 22 to Herbert G. Stine III, P.E., Director of Public Works, thanking him for the cooperation of his staff in repairing the broken window as well as our door closing hardware. Similar help was provided recently when Rene Laporte of the School Department repaired our vacuum cleaner.

Another equipment failure was last Monday, March 19, when the C/W MARS system was down all day and circulation had to be recorded manually. Lenti asked Williams to explore the availability of equipment to allow us to use our terminals to save this data to disk, for later transmission.

The meeting adjourned at 1:00 P.M.

Respectfully submitted,



Harry R. Williams
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
APRIL 24, 1990

Call to order: 12:03 p.m.

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

CHAIRMAN'S REPORT: Lenti had nothing to report except his intention to comment after Williams reported on the budget.

SECRETARY'S REPORT: Morrill moved that the Minutes of the March 27, 1990 meeting be accepted as presented. Dacoles 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.

FISCAL YEAR 1991 BUDGET: Williams attended the budget hearing on Thursday night, March 29, at Town Hall. His "Fact Sheet" was of little use; the Town Treasurer and Manager are not willing to fund at the "State Aid" level, even at the risk of losing those revenues. They feel that would be unfair to the rest of the departments. Town Treasurer promises to join others to lobby for "blanket exemptions" to standards due to the budget crisis.

The Town Manager's "Proposed Budget" of \$277,360, (cut of \$11,669) and her "Balanced Budget" of \$243,960, (an additional cut of \$33,400) would include our grants and trust monies, but would not be reduced without them. Latest figure from Town is \$243,912, after restoring School and Police Department budgets. Consensus is that such cuts would call for closing one or two full days per week.

Lenti read a draft of an idea for a letter or press release to the townspeople, warning them of this possibility. It points out the irony of current events in Eastern Europe and the Orient, compared to our considering reducing the information services people can use to improve their own lives and destiny. Lenti will refine and edit the letter.

FICTION PROJECT/175th ANNIVERSARY: Williams returned the check for the Wells Foundation Grant, requesting another check which specifies the purpose of the money: to update the Town History Book.

CUSTODIAL SITUATION: Williams indicated a willingness to be involved in those special building-related projects we cannot expect cleaning service workers to perform, such as installing window screens, lawn care, cleaning public parking lot. Trustees directed Williams to seek help from DPW and Town Manager, and to supervise, not perform, such physical labor.

SPENDING FREEZE: At the end of the night of Budget Hearings, Williams begged Town Manager for permission to spend \$2,000 for desperately needed books, while awaiting a reply to his written request for much more. No more has been agreed to. Williams and staff are exploring limits on various gift funds, and will order appropriate materials.

ROWDYISM/VANDALISM : Seem to be less of a problem since last month, although recently the hooks to keep front doors open were pulled from exterior walls - facing Main Street!

FINES POLICY: Staff have suggested we change our policy so that people who accumulate large video fines do not take advantage of our book-oriented \$5.00 maximum accumulation. Dumas suggested Williams draft proposed language to present at the next meeting.

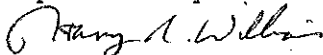
MASS ASSIGNMENT: Williams showed draft of a letter to a teacher in Sturbridge who assigned over 100 students to come to Southbridge to use our microfilm reader-printer to find and photocopy five articles each, during April school vacation. This caused lines and long delays for them and other patrons wanting to use the equipment. Trustees suggested Williams "soften" the letter a bit, and agreed to increase charge for such copies to 25 cents due to recent increase in cost of supplies for machine.

DAVID BASTIEN STATUE: Lenti suggested that the wooden statue of a boy reaching for books from a bookshelf, originally commissioned for the planned new school, and carved from a single block of wood by Southbridge artist David Bastien, should have a plaque to that effect, and should also be publicized in The News. Mills suggested it be tied in with 175th Anniversary if possible.

UPCOMING EVENTS: We are invited to participate in the May 19th Downtown Southbridge Clean-Up and Beautification Project; and the Central Massachusetts Regional Library System's Annual Event in Boylston on May 11. Williams plans to car-pool with Ron Latham to the Massachusetts Library Association conference in Danvers on Tuesday, May 8.

ADJOURNMENT: Next meeting will be Tuesday, May 22, at Noon. Dumas moved, and Mills seconded, to adjourn. The meeting adjourned at 12:53 P.M.

Respectfully submitted,



Harry R. Williams
Clerk

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**TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MAY 22, 1990**

Call to order: 12:30 p.m., after Luncheon

ATTENDANCE: Lenti, VanVooren, Morrill, Dacoles, Lewis, Mills, Williams, and John Dolan of Bank of New England.

CHAIRMAN'S REPORT: Lenti reported that the "Town Manager's Balanced Budget" of \$243,912 for FY91, was approved without change at the Town Council meeting last night. The News ran the letter over the signatures of all the Trustees yesterday afternoon, urging the townspeople to tell the Council to restore at least enough funding to assure our qualification for LIG/MEG monies next year.

SECRETARY'S REPORT: Morrill moved that the Minutes of the April 24, 1990 meeting be accepted as presented. Mills seconded. So voted.

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

FISCAL YEAR 1991 BUDGET: The Town Manager's "Balanced Budget" of \$243,912, passed last night, will have severe impact on our staffing and thus on our ability to provide services to the town. Williams presented samples of several Summer Schedules based upon staffing available after cuts, recommending closing Saturdays and two evenings, subject to change in the Fall or upon restoration of staff.

Williams had no response to request for meeting of Town Manager and Department Heads regarding layoff policies. Morrill recommended Williams draw up a set of policies and submit to Town Manager for approval. Lenti suggested seeking a way to keep our Bookkeeper, with reduced hours better than none at all. Williams agreed wholeheartedly.

Mr. Dolan had a question about the relationship of local funding to the library's receipt of Library Incentive Grant and Municipal Equalization Grant monies. Williams explained the elements of the formula (Appropriation = average of last 3 years + 2.5%; Open at least 50 hours; spend at least 15% of total expenditures for books & other library materials.)

Mills asked Dolan about reinvestment and growth options for Trust Funds monies. Dolan explained long term growth is a major objective of the Trust Department at B.O.N.E.

FICTION PROJECT/175th ANNIVERSARY: Dolan assured Williams that the replacement check for the grant should arrive soon. Mills urged Williams to get in touch with George Geers so he can begin work on updating the Town's Anniversary Book.

CUSTODIAL SITUATION: Williams is not too satisfied with the cleaning service. There are many building-related projects where we really need a custodian, such as installing window screens, lawn care, cleaning public parking lot. Also some problems require experts such as electrician, or special equipment, such as carpet cleaner.

SPENDING FREEZE: Thanks to lobbying by Lenti, the Town Manager has agreed to consider allowing expenditure of \$10,000 for Library Books and Materials, IF Williams submits a satisfactory proposal explaining how the money will be spent. Williams presented a proposal breaking down this amount among adult fiction and nonfiction, children's books, reference books, paperbacks and recordings.

AMMIDOWN PORTRAIT: Mills reported that Old Sturbridge Village is looking for a portrait of Holmes Ammidown for an exhibit on Old Furniture Makers, to be displayed next summer. Morrill moved we lend the portrait from the Ammidown Room IF OSV will provide for appraisal and insurance and be responsible for the portrait. Mills seconded. So voted.

PHOTOCOPIER SERVICE CONTRACT: Williams shared a tale of woe. He had tried to comply with the State Inspector General's requirement that all purchases over \$1,000 must first be "telephone bid." Since renewal of the service contract would be \$1155, he called several vendors for quotes. Most needed to see machine before submitting a quote. Machine "died" after all this was set up. Lowest "bidder" said machine needed total overhaul, at a cost higher than existing contract, and was repeatedly late (one or more days!) for appointments or even returning phone calls. As current contractor was always prompt and reliable, Williams renewed their contract. Cost of the process was loss of use of photocopier for a week.

UPCOMING EVENTS: We are invited to participate in the June 8th Retirement Party for Town Accountant Dick Generaux. The library is hosting the Literacy Volunteers' Tutor Recognition Night on June 5th.

ADJOURNMENT: Next meeting will be Tuesday, June 19, at Noon. Lewis moved, and VanVooren seconded, to adjourn. The meeting adjourned at 1:35 P.M.

Respectfully submitted,

Harry R. Williams

Harry R. Williams
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JUNE 19, 1990

Call to order: 12:00 p.m.

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

CHAIRMAN'S REPORT: Lenti deferred to the Librarian's Report and the meeting agenda.

SECRETARY'S REPORT: VanVooren moved that the Minutes of the May 22, 1990 meeting be accepted as presented. Dumas seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally. \$8500 was turned over to the Town this month. and a gift of \$50 was made by the Southbridge Band. Mills moved the report be accepted as presented. VanVooren seconded. So voted.

FISCAL YEAR 1991 BUDGET: The Town Treasurer has told Lenti and Williams that we cannot anticipate any share of the State monies to be disbursed in mid-July, but that should the Cherry Sheet distributions be increased this Fall, some of our funding may be restored.

Lenti was told to urge Williams to present a "definitive plan" for the expenditure of any additional funds, with priorities, to best assure our chances.

Williams reported that the Town Manager did not meet with Department Heads regarding layoff policies, but rather "bit the bullet" and sent layoff notices directly from her office. This was simpler, and may have also taken some of the "heat" on behalf of her department heads.

The action of the towns surrounding Needham, to cut off Needham residents upon closing of their home library, led to some discussion of nearby parallels. We will "wait and see" for the time being.

FICTION PROJECT/175th ANNIVERSARY: The replacement check for the grant has arrived. Williams has been in touch with George Geers, who is beginning work on updating the Town's Anniversary Book.

CUSTODIAL SITUATION: Williams was approached by Quality Carpet Cleaning, who offer to provide the same services as our current cleaning service for \$90 weekly instead of the \$110 we are paying. Their reputation is excellent, and it was suggested that Marinelli be given a chance to give us a quote before making a change. The Department of Public Works has helped out with a broken sump pump and other building related problems.

SPENDING FREEZE: Thanks to lobbying by Lenti, the Town Manager has agreed to total proposal to spend \$10,000 for Library Books and Materials as outlined at last meeting.

CORRESPONDENCE: Circulated at meeting were a Thank You letter from John Dolan of Bank of New England, for our reception at last month's meeting; an apology from the Teacher at Sturbridge regarding the mass assignment on microfilm; a gift from AARP Nipmuc Chapter 501 for the purchase of Children's books.

POLICIES FOR "CRISIS": Williams shared a number of suggested changes in our policies developed at Staff Meetings, most of which would be "TFN" ("Till Further Notice") if adopted. The Trustees voiced their willingness to support the Librarian and his staff. Changes to take effect June 25 would include: no videocassette circulation; no sales of books or tickets for other agencies; no book reserves; use of volunteers when appropriate.

Past practice has been for books to be entered in the computer as "new" when first processed, which "told" the computer to circulate for two weeks. Regular loan period was three weeks, but each book had to be re-processed in computer when no longer new. To avoid this extra work, Williams proposed all books circulate for three weeks. Dumas suggested that, since this would be a disadvantage for rapid turnover, especially for new books, all books be circulated for two weeks. Availability of renewal makes this no hardship for patrons. This better idea prevailed.

Williams asked for Trustees' support of the Summer Reading Program, and \$350 was voted to provide prizes and goodies for this purpose. Our air conditioners are to be inspected and repaired if possible, and Williams wondered if Trustees would be willing to purchase replacements if needed. Mass Save energy survey of our lighting and air conditioning needs and solutions was suggested before spending monies in this area.

PROCEDURAL CHANGES FOR "CRISIS":

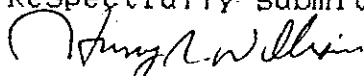
Williams reviewed a number of adjustments to working routines developed with his staff to deal with the crisis posed by our layoffs and budget cuts. Most involve each staff member's being both flexible, and willing to take on additional responsibilities. All have responded admirably, as in the dividing up and sharing of the shelving responsibilities of the pages, and the various duties of the book-keeper. Dumas added to our relief by offering to take care of all bookkeeping matters of the Trustees.

For six weeks during the summer, we will have the services of a maintenance worker under the Summer Youth Employment Program which is operated by the McKinnon Center. During this time we will not need a cleaning service, and perhaps can get some work done on our landscaping. Mills suggested that before any changes be made outside, Williams should get the input of the Garden Club.

Mills had a question about the comparative value of encyclopedias on CD-ROM (Compact Disc - Read Only Memory). Williams told of decision to return one of our two CD-ROM work stations to vendor, as cost of Infotrac renewal would be close to \$10,000. We will keep the other, but already have a science encyclopedia in this format, which is not as well-used or cost effective as similar items in print format although "it is a wonderful and fun-to-use luxury."

ADJOURNMENT: Next meeting will be Tuesday, September 25, at Noon, unless there is a need to call a meeting during the summer. Lewis moved, and Mills seconded, to adjourn. The meeting adjourned at 1:05 P.M.

Respectfully submitted,



Harry R. Williams
Clerk