

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JANUARY 21, 1992

Call to order: 12:00 p.m.

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

CHAIRMAN'S REPORT: Lenti submitted his resignation as Chairman. The Board accepted this with deep regret. There followed a lengthy discussion covering Mr. Lenti's 22 years on the Board of Library Trustees. This will be continued at future meetings, because the Trustees value his long experience and want to use his ideas to set long term goals.

There then followed a nomination to elect a new Chairman. The nomination, by Van Vooren, was to elect Vice Chairman Mills to serve as Chairman. Dumas seconded, and it was voted unanimously. The Chairmanship was then turned over to Mr. Mills.

SECRETARY'S REPORT: Morrill moved that the Minutes of the December 17, 1991 Meeting be accepted as presented. Lenti seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally. The semiannual contribution of \$8500 was paid to the Town, and gifts of \$50 from Gloria Kay and \$75 from Cabot Safety were received, along with a reimbursement from the Southbridge Arts Lottery Council. Morrill inquired about interest rates being paid on Trust funds. Because of the conservative way in which they are invested, these funds never reached the high rates of some vehicles during the '80's, so the decline has not been so pronounced. Morrill suggested John Dolan of Fleet (formerly Bank of New England) be invited to a future meeting. Mills will issue an invitation.

FISCAL YEAR 1993 BUDGET: Williams submitted a "level level-of-service" budget proposal, per instructions from the Town Manager at Department Heads meeting on Monday, December 9th. Initial meeting to review this is not yet scheduled, but should be soon. Williams would like to "supplement" this initial proposal with a request to add a part-time custodian and upgrade the "Technical Processing" position from S-5 to S-7. Morrill said the Trustees would support such a supplemental request. Williams reported that library staff are quite concerned that our physical plant needs more attention. The Trustees share this concern.

FRIENDS OF THE JACOB EDWARDS LIBRARY: Morrill asked about progress on tax exempt status for "FOJEL." Mills and Williams spoke with Clem Desautels, who is waiting to hear from the organization's leaders. Morrill will contact Friends' President Dr. Monroe, to pass along information about possible Wells Foundation funding for Friends projects, as well as to offer to the Friends some of the note cards with John Budd's sketch of the library printed on them, to use for membership acknowledgements and thank you notes.

C/W MARS: (Central/Western Automated Resource Sharing) The change to new "CARL" software to operate the system has been postponed, which gives the staff more time to practice for the new operating commands. The "Auxiliary Circulation" function, made possible by the two PCs the Trustees purchased to replace two of our terminals, have been most helpful during a recent rash of telephone line failures. Williams

wondered if the Trustees wanted to consider purchasing a "PAC" (Public Access Catalog) Terminal which would allow patrons to search the data base (circulation functions can be "locked out.") This would cost \$2.750 the first year, including increased transaction charges, and add an estimated \$250 to operating expenses in subsequent years. This was tabled.

ADOPT-A-MAGAZINE: Only two more magazines have been "adopted" since last month: Forbes by Vincent Boniface and FDA Consumer by Evelyn Petrelli. A couple of subscriptions were accidentally allowed to lapse during the changeover to manual renewals, but in spite of the extra work involved, Williams "would do it again," because of the savings compared to using the subscription service.

MASSACHUSETTS ELECTRIC: The Town Accountant asked Williams to ask if the Trustees would consider paying \$987 which accrued over eight years as "unpaid late charges, and interest on interest." Williams recommended against this, as the Town Manager said she would handle this issue directly with the electric company last summer. It had been the practice of a previous Town Accountant to forbid bookkeepers in the departments to pay late charges, so they "compounded." Near the end of the last Fiscal Year, Williams submitted a proposal to the Town Manager which would pay the balance, via transfers, from library funds which would remain unexpended at the end of the year. She declined and said she will try to get Mass. Electric to "write it off." The Trustees did not wish to assume this expense.

REPORT OF THE LIBRARY DIRECTOR: We have begun a "Video Swap" with the Sturbridge, Charlton and Dudley libraries, thanks to the efforts of Susan Chaplin.

Literacy Volunteers of Southbridge received an IRS form 1099 that lists a Trustees' account on the same Taxpayer Identification Number as LVS. Dumas will discuss this with Phil Pettinelli of Southbridge Savings Bank.

Williams is planning to attend a meeting of the Massachusetts Library Association's Legislative Committee (he is their Liaison to the Central Region) this Thursday at Boston Public Library, and a statewide meeting on Standards (for Library Incentive Grants and Municipal Equalization Grants) on Monday, March 9, location to be announced.

ADJOURNMENT: Next meeting will be Tuesday, February 18, 1992, at Noon. Meeting adjourned at 12:55 P.M.

Respectfully submitted,

Harry R. Williams.
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
FEBRUARY 18, 1992

Call to order: 12:00 p.m. at the Library.

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

RECESS: Mills called for a recess of the meeting, to reconvene at Mario's Restaurant on Main Street.

CHAIRMAN'S REPORT: Mills suggested the regular reading of the Chairman's, Secretary's and Treasurer's reports be waived. It was the unanimous sense of the Board to do so.

RAYMOND LENTI: Mills said to Mr. Lenti, "We're here to honor you, Ray, and to thank you for continuing on with us."

Lenti shared memories of the early influence of the Jacob Edwards Library, which gave him a love for lifelong learning as well as the foundation for future success in life. He also spoke with great enthusiasm for the continuing mission of the library to reach out to new generations of young people and help them by providing the resources for self-improvement.

Mills read a letter from John Dolan, Vice President, Trust Division of Fleet Bank (formerly Bank of New England), remarking that Mr. Dolan has "the greater perspective we need" to properly evaluate Mr. Lenti's contributions. The letter described the Jacob Edwards Library as "exceptional...around Boston I tell people they should go to Southbridge to see an example of a Town with a well run library." Mr. Dolan ascribed much of the credit to the Board of Trustees and Mr. Lenti's leadership, pointing out that we "cannot calculate the impact on young minds, first encountering the world of books!"

FISCAL YEAR 1992 AND 1993 BUDGETS: Williams submitted a Transfer Request to the Town Manager, proposing \$2200 from the Book account go to the Building Maintenance account, to retain a cleaning service for the remainder of FY92. The request indicated that Williams had spoken to Trustees of the concept of agreeing to use "extra" Trust monies to pay for that amount of books, but that such an agreement would not be formalized until today's meeting. The Manager approved immediately!

Williams reported that Town Manager had seemed agreeable, at the initial budget meeting, to a similar concept for the coming year's budget, which would allow hiring of a part-time custodian (\$7.738 for 20 hours/week) if details are mutually agreeable.

Morrill moved the following, contingent upon the Town Manager's agreement to the use of the funds:

"The Board of Library Trustees will contribute \$7.738 to make up the shortfall in the Library Books and Materials account which results from transferring that amount into Personnel Services. This will be a one-time contribution from the Trustees' Gift Account. In addition, we will continue to make our annual contribution of \$17,000. Other Trustee expenditures have traditionally been in the area of Capital expenditures. The Trustees believe this is of great necessity in order to protect the building and physical property of the library, and to prevent any further deterioration."

Dumas seconded this motion, and it carried.

FRIENDS OF THE JACOB EDWARDS LIBRARY: Mills distributed minutes of the October 17, 1991 Annual Meeting of the Friends of the Joshua Hyde Library in Sturbridge. They have regularly scheduled quarterly meetings and work in harmony with their Library Director and Trustees.

Loretta Grikis, Sturbridge Library Director, told Mills that her Trustees want to invite our staff and Trustees to join theirs for a pot luck supper before National Library Week. It will be a social event, at which we can also discuss common interests. All thought this a good idea. Lenti recommended Charlton be invited too, if not for the initial gathering, then at a future one, perhaps here.

C/W MARS: (Central/Western Massachusetts Automated Resource Sharing) Are sending a Trainer here on Friday, February 28, to give our entire staff some additional on-site training with the new "CARL" software to operate the system.

REPORT OF THE LIBRARY DIRECTOR: The Southbridge Arts Lottery Council has approved our application for a grant to purchase passes to the Worcester Art Museum. All locally approved grants must next be approved at the state level before they are actually funded.

After Williams attended the February 4 meeting of the MLA (Massachusetts Library Association) Legislative Committee at Boston Public Library and the State House, he was unable to attend the CRAC (Central Regional Advisory Council) Executive Board meeting of Feb. 13 to report on the Boston meeting, because of staff illnesses. Williams is Liaison between the two groups, as Chairman of CRAC's Legislative Committee. He wrote up a summary of the Boston meeting and "faxed" it to Shrewsbury Public Library, where it could be read at the meeting. This is an example of how useful some of the new technologies can be!

Trinity Academy held a "reading day" on January 27, inviting "celebrities" to come read to the children in their classrooms. The library was represented by Williams, Children's Librarian Mary White, and Sister James Bernard Laughnane. Other readers included The Town Manager, Fire Chief, and Town Councilor Cline.

Williams has attended a number of other recent meetings including the Town Manager's Safety Committee (2/13), the Swearing-In of the new Police Chief (1/21), and the Groundbreaking at the Charlton Street School on Valentine's Day, after the "Coffee and..." gathering at the library to recognize our many volunteers and Mr. Lenti.

Worcester Telegram has invited Williams to participate in a forum on 2/28, as part of their "Visions 2000" program, to explore ways the press can help improve local support for libraries. MLA is having a program "Volunteers and Librarians: a Creative Coalition," in Andover on 2/25. It is "expensive" (\$40 for MLA members) but sounds practical and useful. Morrill moved and Dumas seconded that Williams attend.

Immediately after new Police Chief Michael Stevens was sworn in, Williams delivered to the Police Department a letter to the Chief outlining the background of past problem behavior in the library. In the only incident since that time which led to our calling the Police, an officer was dispatched to the library immediately - the kind of cooperation we've hoped for!

ADJOURNMENT: Next meeting will be Tuesday, March 17, 1992, at Noon at the Library. Meeting adjourned at 1:25 P.M.

Respectfully submitted,

Harry R. Williams,
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING AGENDA
MARCH 17, 1992

I. CALL TO ORDER

II. REPORTS

A. Chairman

B. Secretary: Minutes from January 21. and February 18, 1992

C. Treasurer

III. OLD BUSINESS

A. FY'93 Budget - No changes

B. Friends of the Library - March 3 informal meeting brought suggestions for Annual Meeting on 4/28. simpler reports & goals. ("Minutes" by M. White available at this meeting) Spring Clean-up already tentatively scheduled for May; with 10 volunteers

C. C/W MARS - CARL training will be rescheduled soon

D. Other Old Business

IV. NEW BUSINESS

A. Correspondence

B. Other new business

V. REPORT OF THE DIRECTOR

A. Touch 'O' Class cleaning service began yesterday at \$110/week

B. Fire Inspection was favorable on 3/10 (1 extinguisher tested)

C. J. Dacoles asked Williams to join SAAD Board. Wed. night mtgs
(DUDLEY RESIDENTS ASKED HW TO RUN FOR DUDLEY TRUSTEES)

D. National Library Week is April 5-11 (No word on Sturbridge/
Southbridge get together. 4/6)

VI. ADJOURNMENT

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MARCH 17, 1992

Call to order: 12:10 p.m.

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

SECRETARY'S REPORT: Morrill moved that the Minutes of the January 21 and February 18, 1992 Meetings be accepted as presented. Lenti seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally. Gifts have been received from several donors including the Women's Club, the Silverbergs and Cabot Safety. Grants from the Wells Foundation and Cabot Safety have been for children's activities.

FISCAL YEAR 1993 BUDGET: Little to report pending Williams' meeting with the Education & Human Services subcommittee of the Town Council (not yet scheduled) to discuss the Town Manager's proposed budget.

FRIENDS OF THE JACOB EDWARDS LIBRARY: Williams reported on an informal meeting of "all interested," held at the library on Tuesday evening, March 3, reading from minutes taken by Mary White. Invited guests Sturbridge Library Director Loretta Grikis and Friends of Joshua Hyde Library president Grace Littlejohn spoke about their experiences.

This meeting brought forth suggestions for simpler reports and goals for the organization, and a suggested date of April 28 for the Annual Meeting called for in the by-laws. Elections of officers at that meeting should help get the organization organized. A Spring clean-up is already being planned by the Capillos and about ten volunteers. Morrill expressed thanks to the staff for mailing out thank you notes to Friends who have already joined up.

G/W MARS: (Central/Western Automated Resource Sharing) In-house training of staff on the new "CARL" software to operate the system will be rescheduled in the near future.

TREES: (In parking lot) Lenti and Williams will arrange to meet with Jeff Fasser of Sturbridge to look at the trees.

CORRESPONDENCE: John Dolan of Fleet (formerly Bank of New England) writes that Treasury Notes, due to their higher yields, could increase interest income. If they could be "locked in" for two to seven years. Dumas suggested that the Board should be cautious and study any such change. Mills and the other Trustees concurred.

Williams has received an application from the McKinnon Center for requesting Summer Youth Employment Program workers. He will try to participate again this summer, and will again request four workers.

LOAN AND DAMAGED MATERIALS POLICY: Williams presented a proposed revision, dated 11/91, of the policy. It had been changed to reflect changes in the state laws governing "willful detention of book" as well as changes in loan periods of several kinds of library materials. The loan changes in most cases were made to allow for difficulties to patrons and/or patrons which resulted from reduced library hours and closing. Upon review of the draft, Mills moved and Lenti seconded to accept the new policy. So voted.

REPORT OF THE LIBRARY DIRECTOR: The Touch "O" Glass cleaning service started yesterday with a thorough cleaning of the library. They will bill us at \$110 per week.

We received a favorable Fire Inspection on March 10. One fire extinguisher has to be tested and possibly recharged.

Williams will be keeping quite busy: Jim Dacoles asked him to join the Board of the Southbridge Alliance Against Drugs, who meet on Wednesday nights; Phil Pettinelli asked him to remain on the Action Committee of the United Way; and he has accepted nomination to fill an unexpired term on the Board of Library Trustees in Dudley.

The Video Swap with Charlton. Dudley and Sturbridge is quite successful.

National Library Week is April 5 - 11. Mills has been working to arrange the Sturbridge/Southbridge Pot Luck Supper get-together for staff and Trustees on April 6. Williams will poll all to see what they will bring, and pass word on to Loretta Grikis. Williams will also ask the "emerging leaders" of FOJEL if they will fund a reception for the Champion Borrower and Family of the Year winners.

ADJOURNMENT: Next meeting will be Tuesday, April 21, 1992, at Noon. Morrill moved to adjourn. Meeting adjourned at 1:00 P.M.

Respectfully submitted.

Harry R. Williams.
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
APRIL 21, 1992

Call to order: 12:00 Noon.

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

CHAIRMAN: Mills expressed thanks to all for their participation in the pot luck supper with the staff and Trustees of the Joshua Hyde Library in Sturbridge on April 6th. and voiced everyone's concern for Doctor Van Vooren and support for Mrs. Van Vooren.

SECRETARY'S REPORT: Morrill moved that the Minutes of the March 17, 1992 Meeting be accepted as presented. Dacoles seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally. John Dolan of Fleet Bank will not be able to come to one of our meetings until June. At that time, we can discuss investment options in the context of changing interest rates.

FISCAL YEAR 1993 BUDGET: Williams' met with the Education & Human Services subcommittee of the Town Council on April 16th. They made no changes to the Town Manager's proposed budget of \$213,638. which is an increase of \$479 over FY92.

FRIENDS OF THE JACOB EDWARDS LIBRARY: Based on recommendations from the informal discussion meeting of March 3rd, announcements for an April 28 Annual Meeting have been mailed to everyone on our combined mailing list of Friends, volunteers and all who ever signed on as "Interested in a Friends Group." Williams reported that prior to an election of new officers at such a meeting, it was not possible to get approval for a Friends-supported observance for our Champion Borrower and Family of the Year.

Mills heard from FOJEL Treasurer Ann Belnema that their bank account was opened using a Town of Southbridge Taxpayer Identification Number, as none has yet been established for the Friends. Mills also passed on reports that in Worcester the Friends work very well with the Trustees.

TREES: (In parking lot) Lenti just received, and will study, written recommendations. Morrill suggested asking New England Telephone or Massachusetts Electric to remove them for us.

SUMMER HOURS: Williams proposed closing Saturdays during the school summer vacation, beginning June 20th. VanVooren asked if the hours would be shifted to another part of the weekly schedule. Williams will bring a recommendation to the next meeting.

CORRESPONDENCE: Williams and Lenti have received notification of the award of our pro-rated Library Incentive/Municipal Equalization Grants, totalling \$14,600. Williams had attended the April 3 meeting of the Massachusetts Board of Library Commissioners at which it was voted to make the award.

The U.S. Bankruptcy Court in Boston has written to alert us of a "Meeting of Creditors" regarding a library patron to whom we had sent a bill for library materials not returned. Morrill suggested a phone call to the patron, urging return of the materials, as other actions may be too time consuming to justify given the likelihood of payment.

Williams displayed an optical industry reference set. "Photonics Corporate Guide." a gift of Dee Mitchell of Schott Fiber Optics.

AMERICAN OPTICAL MUSEUM: Lenti asked if there is a sustained local interest in keeping some or all of the Optical Museum in Southbridge. Is there need for an "Optical Plus" science museum of some kind, and if so, would it make a logical "addition" to the library? Dumas pointed out that closing the museum at its current location for two years led to no outcry for its reopening.

Mills said the Chamber of Commerce and the Town Manager would like it to stay in Southbridge, and that a U.S. Park Service expert had analyzed the collection as two tiered: optics industrial history materials of national importance, which could be housed anywhere, and locally significant materials which should stay. Morrill suggested exploring the possibility of getting some of the local materials, and Lenti urged we "Not just let things happen." Dacoles will discuss our concerns with American Optical.

REPORT OF THE LIBRARY DIRECTOR: The Massachusetts Library Assoc. annual meeting will be at the Sturbridge Host. May 3 - 5. Including a preconference introducing the new Massachusetts Friends of Libraries on Sunday May 3. Williams plans to attend, and will alert the FOJEL leaders and membership at their April 28 meeting.

Mary Anna Tien, former JEL Library Director, has published a new book about cats. Lenti moved and VanVooren seconded that her books be purchased for permanent addition to the Ammidown History Room.

Williams will be attending a workshop at the Shrewsbury Library on May 18, on the implications for libraries of the Americans With Disabilities Act.

ADJOURNMENT: Next meeting will be Tuesday, May 19, 1992, at Noon. Morrill moved to adjourn. Meeting adjourned at 1:05 P.M.

Respectfully submitted.

Harry R. Williams.
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MAY 19, 1992

Call to order: 12:00 Noon.

ATTENDANCE: Dacoles. Dumas. Lentl. Lewis. Mills. and Williams.

CHAIRMAN: Mills expressed concern that Williams has recently been burdened by the need to spend much time at the public service desks. Morrill and Mills had discussed with Williams the omission of the library from the menu for an override vote, and their consensus was to not make a public issue of it at the time.

SECRETARY'S REPORT: Dumas moved that the Minutes of the April 21, 1992 Meeting be accepted as presented, Lentl seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally. Semi-annual payment of interest was received in May, from which \$8,500 will be turned over to the Town in June. John Dolan is no longer with Fleet Bank. He was the third Trust representative during Dumas' tenure, serving the longest and being most helpful. Dumas will thank him for his help. Mills commented that "John Dolan took an exceptional interest in the Jacob Edwards Library," and all agreed they were sorry to see him leave that post.

FISCAL YEAR 1993 BUDGET: Williams discussed his frustration that the Education & Human Services subcommittee of the Town Council had not alerted him to their decision to report out that an override for the library was not an "emergency" need. He had been anticipating our inclusion on any override vote offered to the Townspeople since his initial formal request for an override last October 17, when he was the only Department Head to do so and was asked to wait until Spring.

Mills suggested that it would be proper for the Friends of the Jacob Edwards Library to take an active "public political" role in developing community pressure for increased support for the library, while the Board of Library Trustees, as "part of the system," need to work in harmony with the Town leadership.

FRIENDS OF THE JACOB EDWARDS LIBRARY: At the April 28 Annual Meeting, a slate of officers was elected, who agreed to work with Williams for the best use of the Rotary Club gift. The new officers are: President, Janet Jenkins; Vice-President, Faye Sweeney; Secretary Susan Chaplin; and Treasurer, George Legassey. Dacoles asked about a Taxpayer Identification Number for the Friends, and Mills reported that Janet Jenkins is going to work with Attorney Clem Desautels.

It was suggested that Williams ask the Friends group to sponsor a reception for the Champion Borrower and Family of the Year, perhaps with a representative of the Town Council EHS subcommittee as a speaker on the importance of the library.

A Southbridge Clean-Up Day has been scheduled for Saturday, June 6th, and the Friends, under Joe Capillo's committee, want to again spruce up the library. It was suggested that the sidewalks be swept of grass clippings, maple seedlings be pulled from the pachysandra beds, and that Mr. Capillo might request that Beck's donate the bark mulch for the flower and shrubbery beds. Mills offered the support of the Trustees, including donuts, for this project.

SUMMER HOURS: Williams proposed shifting the "Saturday Hours" to Monday, so that beginning June 15, the library would be open from 10:00 AM to 1:00 PM on Mondays, and closed Saturday and Sunday, until school resumes in the Fall. This was acceptable to all.

AMERICAN OPTICAL MUSEUM: Mills spoke with Richard McGrath, who is representing downtown business people in discussions with American Optical representatives. Mills expressed the library's need for any additions to our building to be for "library uses."

TREES (Parking Lot): No report. Mills said the landscape plan was for the rhododendrons to take over for the trees, as a screen between the library and the public parking lot.

SUMMER YOUTH EMPLOYMENT PROGRAM: Williams contacted John Dvarkus at the MacKinnon Training Center to see if there are any year-around work experience programs which might provide us with maintenance or custodial help. Unless Congress passes a new "CETA" type of program, no such help is available. It is not yet known how many SYEP workers will be available to us for this summer.

CORRESPONDENCE: Williams has been notified by the State Inspector of Elevators that some work must be done on our dumbwaiter or it will be taken out of service. In past budget discussions, the Town Manager has questioned the expense of keeping and maintaining this, but we are now relying on volunteers to shelve books on five floors of book stacks, and asking them to physically carry about one hundred thousand volumes up and down stairs seems unreasonable. The Trustees agreed that any such state mandated repair must be performed as soon as possible, and Williams will so arrange.

TELEPHONES: Williams reported that the adult staff often face much pressure whenever a new children's program is announced, as all phone calls are directed to the main desk, and must then be transferred to the Children's Room. It would cost \$98 to have one of the two lines "dedicated" to the Children's Room, and Mrs. White could use that telephone number (764-5427) in all her publicity releases. This would save time and frustration for both staff and patrons calling in. Dumas suggested we make this change, as staff morale could use some help. All agreed.

REPORT OF THE LIBRARY DIRECTOR: Williams plans to attend the Mass. Library Association's Legislative Day tomorrow at the State House. A major goal is to increase state support for the Regional systems. The next meeting of the MLA Legislative Committee (Williams is a member and liaison to the Central Regional Advisory Council) will be held here on June 11.

Williams attended a workshop at the Shrewsbury Library on May 18, on the implications for libraries of the Americans With Disabilities Act. He will discuss with the Town Manager her recommendation on how we should proceed. The consultant at the workshop suggests each town have a town-wide study committee to show good faith efforts, and we may already have met this through the efforts at Town Hall.

The absence of two full-time staff last week showed how "thin" we have spread ourselves, and how many functions even we have taken for granted.

The Dudley Town Meeting voted a \$78,000 budget for the library, so they should be re-certified in the Fall, and we will not need to wrestle with the question of denying access.

ADJOURNMENT: Next meeting will be Tuesday, June 16, 1992, at Noon. Lewis moved to adjourn. Meeting adjourned at 1:06 P.M.

Respectfully submitted.

Harry R. Williams,
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JUNE 23, 1992

Call to order: 12:00 Noon.

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

CHAIRMAN: Mills reported sparse attendance at the Southbridge Clean Up Day, postponed from June 6 to June 13, but that all who showed up were sent to the library. This endeavor continues to involve a nucleus of Joe Capillo, Bob Chartier, Dick Athanas and members of the Women's and Garden clubs. The town is experiencing a morale problem of withdrawal by members of the public who feel they are being asked to clean up after "ne'er-do-wells."

There have been no new news or changes from Town Hall.

SECRETARY'S REPORT: Lenti moved that the Minutes of the May 19, 1992 Meeting be accepted as presented. Dumas seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally. Morrill asked when we might meet our new representative for the Trust, from Fleet Bank, and Dumas replied he had not yet received the new name(s), so was not yet able to issue an invitation.

FISCAL YEAR 1993 BUDGET: Williams discussed the need for some kind of "custodial plan" after the Summer Youth Employment Program ends, as there has been no hint of any improvement in our appropriation. Lenti recalled agreeing to a "books for cleaning" arrangement such as we used in the spring. Williams agreed that it would make sense to use gift monies to purchase books, to make up for funds transferred out of our Town books account and into the building maintenance account, but would be a lot nicer if the Town could instead enable us to hire or share some custodial help.

FRIENDS OF THE JACOB EDWARDS LIBRARY: Two new (reconditioned) typewriters were selected last week and delivered on June 18, representing the Rotary Club of Southbridge gift to FOJEL. The older machines will be placed in the Children's Room, to minimize the use by inexperienced hands of the new machines.

The Friends of the Library Book Sale will probably be scheduled for September 12, planned to be "Celebrate Southbridge Day" by the Quinebaug Valley Center for the Arts, working with the Downtown Business Associates. Morrill asked if there were plans for a drive to get more books for the sale. Mills will discuss this with FOJEL President Janet Jenkins.

Williams reported that the Executive Committee of FOJEL had declined to sponsor a reception for the Champion Borrower and the Library Family of the Year, as this had been supported by the Trustees in the past. FOJEL prefers to start "new things."

PARKING LOT: Morrill moved and Lenti seconded that Williams should block off the parking lot for 24 hours on July 4, to continue the tradition to assure "library control" of this facility.

CORRESPONDENCE: Lenti was contacted by Henry Burnett, who is seeking a home for the meeting notes of the Southbridge Mens Club. Mills recommended referring him to Donna Silverberg, President of the Historical Society, for whom we sometimes "house" materials that are in their care.

Lenti was also contacted by Steve Jones D'Agostino of Worcester Magazine, seeking contact persons for information on the impact of AO

and other "mills" on the history of Southbridge. He, too, will be referred to the Historical Society, in addition to our own resources. Lenti also brought our attention to a prize winning essay in the June 15 Worcester Telegram in which Elizabeth E. Webber of Ashburnham discussed the treasures available in our public libraries.

FUTURE STUDIES AND SURVEYS: Williams would like to study other libraries' "Problem patron" or Behavior policies, with Trustee input, to consider any needed revisions to our current policies. Related to this is evidence of increased theft losses, which might justify the use of "Tattle Tape" or some other physical security system for our materials. This had been discussed during Ron Latham's tenure as Librarian, but things had not yet become so "rough and tumble." Lenti will meet with Williams to study both of these issues.

Mills suggested that perhaps it is time to begin planning for the time when we come out of the hard times. One way to do this might be a public relations questionnaire in which we ascertain how the public perceives our strengths and our weaknesses, and what areas are most in need of any increased resources. A local expert in this might help, perhaps Brian Burns of Harrington Hospital, or Henry Burnett, or Larry Morrison of Sturbridge Travel.

REPORT OF THE LIBRARY DIRECTOR: Williams reported that the Arts Lottery Grant for Worcester Art Museum passes was approved. Mills added that Mauren Prokos will be installed tonight at the annual meeting of the Arts Center.

Williams was interviewed, along with the Library Directors from Sturbridge (Loretta Grikis), Charlton (Leslie Winters) and Dudley (Randall Haines), at radio station WESO on May 28. Most of the discussion was about how the libraries are cooperating directly, as well as through the Central Massachusetts Regional Library System, to maximize our ability to serve our towns in spite of difficult times. The show aired on Sunday, June 21, after excerpts had been worked into morning newscasts through the preceding week.

The Rotary Club set up a "Baby Birth Date Pool," betting on the arrival of Marya Elena to Rotarian Magda Polack as a way to raise funds for a worthy cause. Magda has designated the library as particularly worthy!

C/W MARS will soon offer Dial Access to school libraries in towns whose public libraries are full members, via multiplexors at the local library. Set-up costs are about \$2,000 and would be charged to us, with the passing along of charges to the school system to be our job. Mills suggested we not second-guess the school administration, but ask the Superintendent if the schools could utilize such a system if it were to become available. Mills and Williams will discuss this with Mr. Lanni.

The MacKinnon Center provided 10 names of Summer Youth Employment Program candidates to be interviewed. Williams will schedule these as soon as possible.

ADJOURNMENT: Next meeting will be Tuesday, September 15, 1992, at Noon. Dumas moved to adjourn. Lenti seconded. Meeting adjourned at 1:04 P.M.

Respectfully submitted,

Harry R. Williams,
Clerk