

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JANUARY 19, 1993

Call to order: 12:00 Noon.

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

CHAIRMAN'S REPORT: Mills was saddened to accept the resignation of G. Daniel "Dan" Dumas from the Board, effective in March. He has just returned home after being in the hospital.

Mills issued a verbal invitation for the Trustees of the Joshua Hyde Library in Sturbridge to come here for this year's Trustees/Staff pot luck supper, during National Library Week. It was decided to schedule the event for Tuesday, April 20, at 5:30 PM. We are also inviting the Charlton library to participate.

Mills added that Williams should order a replacement for the reading room magnifier as soon as possible, as this would be a wonderful addition to publicize during National Library Week.

SECRETARY'S REPORT: VanVooren remarked that the Minutes of the December 15, 1992 meeting indicated a long meeting! Lenti moved and Morrill seconded that the minutes be accepted as presented. So voted.

TREASURER'S REPORT: Lenti reported for Dumas on the status of funds held locally, and on three gifts: \$50 from John and Gloria Kay, \$70 from the Southbridge Tire Company, and \$20 from Spags. He also showed a letter from Fleet Bank announcing an address change (to 75 State Street) and new phone numbers to be effective in March.

Morrill nominated Dacoles to serve as Treasurer when Dumas steps down, effective March 16. VanVooren seconded. So voted.

Dacoles said the Trustees' file cabinet would be sent up from American Optical as soon as a lock is installed.

FISCAL YEAR 1993 & 1994 BUDGETS: Williams announced that Mrs. Chandler has lifted the townwide spending freeze. The Town Manager's deadline for initial FY94 budget proposals was last Friday January 16. Williams distributed copies of the cover sheet and a "Justification for increase" which he had prepared to explain his requests in terms of impact on municipal funds and positive results anticipated.

The proposal seeks a \$28,935 increase to \$242,573, which would permit hiring of six Pages, a 20-hours-per-week Custodian, and allow for opening the library for 50 hours weekly. As part of a separate Capital Budget request, Williams included a new oil burner.

FRIENDS OF THE JACOB EDWARDS LIBRARY: The Friends have scheduled a general membership meeting for next Monday, January 25. Williams will ask if they would arrange a spring clean-up of the library grounds. It was suggested that he urge them to send out membership renewals, as none had been received yet.

TREES: Mills asked Lenti if he had a response from Mr. Clarke about the possibility of the town helping with removal of the trees. Lenti will check with him, and if the town is unable to help, will contact local tree contractors including Crane and Ohop, asking for proposals for removing the trees.

ENDOWMENT FUNDS: Lenti reported that Lewis will return from Florida next month, and asked for ideas for recognizing his gift of \$10,000 to start the "Jacob Edwards Library Endowment Trust." Perhaps a "Ted Lewis Alcove?" It was decided that Lenti, Morrill and Mills would meet as an informal subcommittee to come up with recommendations.

MEETING DATES: Williams distributed copies of a letter to Town Clerk Helen I. Lenti, listing proposed meeting dates for 1993 as follows:

Tuesday, January 19, 1993, Tuesday, February 16, 1993,
Tuesday, March 16, 1993, Tuesday, April 20, 1993,
Tuesday, May 18, 1993, Tuesday, June 15, 1993,
Tuesday, September 21, 1993, Tuesday, October 19, 1993
Tuesday, November 16, 1993, Tuesday, December 21, 1993

Williams asked if there might be any need to revise this, but all agreed it would be best to continue the practice we've become used to, of meeting on the third Tuesday each month except July-August.

MEETING ROOM USE: A fellow member of the "Sturbridge Play Readers" asked Williams if it would be all right to meet in the Ploppi Room when it is his turn to "host," as Williams had done in December. It was suggested that a donation to the Friends is fair to recommend in such a case.

CORRESPONDENCE: Deborah Pearce of Fleet Bank will be in Southbridge Tomorrow and Thursday, January 20 and 21, while reviewing Wells Foundation matters, and so will be available to come see us if needed.

EDUCATIONAL SUPPORT POLICY: Williams had been asked by one of the staff if our policy remains in force, of reimbursements for completion of work-related courses, and wondered if we need to reconsider the level of \$200 per course in light of inflation since the last revision. The Board affirmed the policy as it is described at the end of Section 7 of the Policy Manual. Rather than a blanket increase, the Board will consider individual cases of special need if the stated level of support creates a hardship.

REPORT OF THE LIBRARY DIRECTOR: The Massachusetts Friends of Libraries will be meeting at the College of the Holy Cross in Worcester on Saturday February 6. Williams will make sure that the leadership of FOJEL get copies of the announcement.

In addition to the monetary gifts reported by Lenti, we have been given a gift subscription to the National Weekly Edition of the Washington Post by Sylvia Lenti, and Martha Christo gave twenty dollars to the Sunshine Fund.

John LaFleche, Town Treasurer, called this morning about a last minute adjustment to Budget proposals (for all departments) due to a change in the Fiscal Year used for computing salary expenses. FY94 will "cost" 53.8 weeks worth of salary monies, raising our bottom line to \$248,311. He also suggested we adjust our request for Pages to begin at \$4.50 rather than \$5.00 per hour. He added that the proposal seemed a reasonable one insofar as amounts requested in other expense accounts.

Literacy Volunteers of Southbridge selected a new Executive Director to replace Nancy McGuinness. Maureen Hannigan began in the position on January 3. She is a published author with varied experience.

ADJOURNMENT: Next meeting will be Tuesday, February 16, 1993, at Noon. Lenti moved to adjourn. Morrill seconded. Meeting adjourned at 1:11 P.M.

Respectfully submitted,

Harry R. Williams,
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
FEBRUARY 16, 1993

Call to order: 12:05 Noon.

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

CHAIRMAN'S REPORT: Mills asked for a moment of silence to remember Edgar "Ted" Lewis, who passed away recently while still a 31-year member of the Board of Library Trustees. "We'll miss him!"

SECRETARY'S REPORT: Dacoles moved that the Minutes of the January 19, 1993 meeting be accepted as presented. Lenti seconded. So voted.

TREASURER'S REPORT: Lenti reported for Dumas that the status of funds held locally has had "no big changes" since last month. Lenti suggested that the March meeting be held at Rom's, in order to recognize Dumas' years of service, with Marilyn Travinski to be invited to join us. Lenti will handle gift arrangements, and added that Dumas is home from the hospital.

FISCAL YEAR 1994 BUDGET: Williams met the Town Manager's deadline for initial FY94 budget proposals, Friday January 16. No meeting has been scheduled yet for initial discussions between Department Heads and the Town Manager prior to her proposal to the Town Council.

Mills reported that he had a chat with the Manager in which he "plugged for" an expanded budget. He found her to be sympathetic but able to offer little hope.

FRIENDS OF THE JACOB EDWARDS LIBRARY: Friends President Janet Jenkins brought in a new flyer for the membership drive just after the adjournment of last month's meeting. They are going to the entire FOJEL mailing list.

TREES: Lenti had arranged for Crane Tree and Mass Tree to provide written "bids" for removal of the large pine trees over the parking lot, and for documentation of insurances. The lower "bidder" had not yet demonstrated thorough insurance coverage is in force. Mills suggested we set a deadline for providing this, and if it is not provided, we proceed with Mass Tree, as they have good coverage.

EDGAR "TED" LEWIS: Mr. Lewis passed away on January 30, before we had an opportunity to recognize his gift of \$10,000 to start the "Jacob Edwards Library Endowment Trust." Lenti said that his long years of service warranted more recognition than the cash gift alone. Several options will be explored.

An unfortunate newspaper error led to several people going to the funeral home a week too early for the memorial service which was on February 13. Lenti recalled working with Lewis on the Community Chest (now United Way) at the time that Dacoles began to work with Lewis at American Optical.

Lenti and Dacoles had each searched in vain to find photographs of Lewis for a memorial display. Williams prepared a small display in the library featuring the Massachusetts Library Trustees Association plaque honoring Lewis as Trustee Emeritus.

TRUSTEE CANDIDATES: The loss of Lewis and the resignation of Dumas mean that both the Town Manager and the Fleet Bank (on behalf of the Edwards Trusts) will need to appoint new Trustees. Several possible candidates were mentioned, and it was unanimously agreed that Mills should call Marilyn Travinski and ask if she is interested in serving on the Board. If so, he will call the Town Manager and request that she appoint Travinski as soon as possible. Morrill and Dacoles will serve as a Nominating Committee to recommend another candidate.

STURBRIDGE/CHARLTON EVENT: This year it's our turn to organize the Pot Luck Supper, scheduled for Tuesday April 20. Mills has contacted the Chairmen of the other two Boards. Morrill suggested we each bring a food item. VanVooren will be asked to organize "assignments" as to who should bring what. Williams will help.

CORRESPONDENCE: The Massachusetts Board of Library Commissioners' hearing on our Waiver of the MAR (Municipal Appropriation Requirement) needed for us to qualify to receive LIG/MEG (Library Incentive Grant/ Municipal Equalization Grant) monies, will be Friday, March 5, at MBLC headquarters in Boston. Williams plans to attend.

We received a Registered Letter announcing a hearing to be held at the library regarding a utility pole at the corner of Main and Everett streets. We host many such meetings and hearings, and Williams wondered why this is the first one we were "invited" to. Morrill explained that although we are on the other side of Main Street, we are close enough to count as an "abutter."

Community Reading Day will be April 14, at the Southbridge Public Schools. All are invited to participate. Last year's event was at Trinity Academy, and White and Williams participated, along with former library assistant Sr. James Bernard Laughnane.

EQUIPMENT: Williams asked if the Trustees would be willing to pay for the purchase of a new free-standing cassette holder for audio cassettes in the Children's Room. The old device hangs on the door under the front steps, and has become malodorous due to the moisture which is also causing paint to flake off. Williams will ask Mr. Clarke to assess the moisture problem. Purchase of a new holder was approved for up to \$400 to be paid from the Trustees' account.

Mills asked Williams to get information on the video-based reading machine he had described at an earlier meeting. It would be especially nice if one could be found which used locally manufactured fiber optics. The illuminated magnifying glass in our Reading Room is showing its age.

REPORT OF THE LIBRARY DIRECTOR: Harold "Hal" White, husband of our Children's Librarian, was unexpectedly admitted to Mass. General Hospital last Thursday to begin immediate preparation for his bone marrow transplant. Mrs. White will be out on unpaid family leave for six to eight weeks. The Town Manager will approve Mrs. Pena to work full time during this unpaid leave, but not the temporary hire of a part-time worker to help Pena.

Williams attended a meeting at the Goddard School in Worcester on Friday February 12, to discuss collaborating on a "Family Literacy" project. Quinsigamond Community College is involved, and funding of a Library Services and Construction Act grant is likely to be approved.

Staff have complained that this year's less expensive cleaning service is also less thorough than the one we had last year. Williams is "negotiating" for improvements with Mr. Provost.

At a meeting of the Mass. Library Association's Legislative Committee in Shrewsbury on February 10, Williams saw a draft of legislation to create a "Massachusetts Library Lottery Council" like the Arts Lottery Council!

ADJOURNMENT: Next meeting will be Tuesday, March 16, 1993, at Noon, and will be at Rom's Restaurant. Morrill moved to adjourn. Dacoles seconded. Meeting adjourned at 1:00 P.M.

Respectfully submitted,

Harry R. Williams,
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MARCH 16, 1993

Call to order: 12:00 Noon, adjourned to, and re-convened at, Mario's Restaurant on Main Street at 12:10 P. M.

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

CHAIRMAN'S REPORT: Mills welcomed Marilyn Travinski to the Board, and Lenti offered a toast of welcome, adding that she had been the unanimous choice of the Trustees for recommendation to the Town Manager for appointment to fill the vacancy created by the death of Ted Lewis.

SECRETARY'S REPORT: Morrill moved that the Minutes of the February 16, 1993 meeting be accepted as read. Dacoles seconded. So voted.

TREASURER'S REPORT: Dacoles reported that Dumas had left everything "In A-1 order" for an orderly transition. They spent some hours last week to review the records and procedures. Dumas added that he is "Just a phone call away," to answer questions, arrange for signature cards, etc.

FISCAL YEAR 1994 BUDGET: Williams has not yet had an appointment to meet with the Town Manager to discuss our initial FY94 budget proposals.

FRIENDS OF THE JACOB EDWARDS LIBRARY: The Friends set up a bookmark contest based on the National Library Week theme: Libraries Change Lives. President Janet Jenkins and Vice President Faye Sweeney have done a lot of "nitty gritty" work, including all preparations for the contest. Lenti observed that many young people are enthused by the contest. Prizes in four age categories will be bookstore gift certificates, to be awarded during National Library Week, April 18-24.

TREES: Although the written agenda said "any day now..." that was made obsolete when Mass Tree's Ron Ohop began cutting this morning. Lenti explained that both initial bids were rejected, but that the higher bidder had then renegotiated a better offer. Mills reminded the Board that this is an increment in a 7-year-old landscape plan, adding that Lenti had tried to have the work performed using Town resources, via Hamer Clarke, and is now seeking hurricane relief funding to offset some of the cost.

STURBRIDGE/CHARLTON EVENT: VanVooren has spoken with Olive Allen of the Sturbridge Board, who has a staff member coordinating who will bring what. Mills suggested we "Eat, look around, and have each of the 3 Chairpersons speak. Lenti suggested name tags, and a seating arrangement alternating people from each of the libraries.

TRUSTEE CANDIDATES: Morrill and Dacoles, serving as a Nominating Committee, met with several possible candidates who could not join before they met Michael Bousquet of Durfee Street. He is a self made man who worked his way up through the ranks at Russell Harrington cutlery and has been active in community affairs. Morrill moved and Dacoles seconded that the Board recommend to Fleet Bank the appointment (for the Edwards Trust) of Michael Bousquet as our next Trustee. Voted unanimously.

CORRESPONDENCE: The Massachusetts Board of Library Commissioners' awarded us LIG/MEG (Library Incentive Grant/ Municipal Equalization Grant) monies, prorated to \$15,625.90, at its March 5 meeting. Mills asked Williams to read the section of their letter explaining proration:

"When certifying Southbridge, the Board reviewed the library's compliance in FY92 with the minimum standards of public library service and the municipality's compliance in FY93 with the program's appropriation requirement.

"Southbridge did not meet the minimum hours open standard nor the prorated minimum hours open standard. Certification of Southbridge and awarding of

grants was made by the Board in accordance with its prorating policy; no second MEG payment will be made. In addition, the grant amounts have been prorated by 25%."

Massachusetts Friends of Libraries is holding a pre-conference on Sunday, May 2, at the Sheraton Tara Hotel in Framingham. This precedes the Mass. Library Association annual conference of May 3-4. Williams will make sure FOJEL has this information. The Mass. Library Trustees Association is holding a Central Region Conference at the Worcester Public Library on Saturday April 4.

The MacKinnon Center sent an application for the Summer Youth Employment Program, and Williams requested four workers for this summer.

REPORT OF THE LIBRARY DIRECTOR: All library staff are included in the recently announced Town pay raise for non-union employees. Several have been effected by a change in the group medical insurance offerings.

Williams attended a "Family Learning Collaborative" meeting on March 4 at the MacKinnon Center, to discuss a possible LSCA (Library Services & Construction Act) grant. A local committee wants to establish such a program in Southbridge, and includes some Quinsigamond Community College staff. It was agreeable to all that the committee members would do "all the work" to prepare the application and implement the program, with Williams to be signatory to the application and some program components to take place at the library. No library staff time would be required.

Another collaborative effort discussed recently was a request that Williams meet with Leslie Gonce of the Special Needs PAC (Parents Advisory Council.) He agreed, but was "stood up" on March 11. He remains willing to discuss ways the library can cooperative with the council.

Williams recently agreed to serve again on the Action Committee of United Way, but declined to join the Mass. Library Association Public Relations Committee. He is already on MLA's Legislative Committee and hard pressed to meet his current time commitments.

The Public Works Department worked exceptionally hard March 13-15 to dig us out after the blizzard "Superstorm '93."

Last Friday there were only three staff on hand to run the entire library, because of illnesses and family leave. This was a vivid reminder of how "thin" our staffing level has become, with no one "in reserve."

ADJOURNMENT: Next meeting will be Tuesday, April 20, 1993, at Noon at the Library. Morrill moved to adjourn the normal business meeting. Dacoles seconded. Meeting adjourned at 12:50 P.M., and was immediately followed by a ceremony to honor G. Dan Dumas.

GEORGE DANIEL DUMAS: "And now we move to the matter at hand - Mr. Dan Dumas, who in 1975 replaced Ellsworth Mitchell on the Board of Trustees, was immediately voted Treasurer, and remained in that position for eighteen years!" Lenti, who has known Dumas since childhood, presented a 2'X3' "card" with "Thank You" inscribed in many languages, and asked Dan to help him unveil a gift from the Trustees - a high intensity reading lamp. The "card" was by Donna Silverberg, who requested that in lieu of payment, a contribution be made to the Children's Room.

Dumas shared memories of coming to the library as a boy 65 years ago, when mothers didn't have station wagons, but stayed at home doing house work. Librarian Dot Banford would pick out books for Dan to take home to his Mother. When given the opportunity to get his own library card, he reached for the book on the highest shelf, like the little boy in the "Aspiration" statue, not even knowing what book he had selected until he arrived at home and was teased for choosing "What Katy did in school."

Dan also shared his sadness that the Town's fiscal difficulties have led to such a severe impact on our library, and said the library staff have shown "grace under pressure."

Dan thanked everyone for their words and gifts, and everyone thanked Dan for his years of good service. No one wanted to say "Goodbye."

Respectfully submitted,
Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
APRIL 20, 1993

Call to order: 12:12 Noon.

ATTENDANCE: Mills, Dacoles, Lenti, Morrill, Travinski, and Williams.

CHAIRMAN'S REPORT: Mills said we were advised that Deborah Pearce of Fleet Bank would attend, but that she had just notified him she would be unable to join us today. Mills shared correspondence from Dan Dumas thanking the Board for the reading lamp, saying he has already enjoyed many hours of reading next to it.

SECRETARY'S REPORT: Dacoles moved that the Minutes of the March 16, 1993 meeting be accepted as read. Lenti seconded. So voted.

TREASURER'S REPORT: Dacoles reported that no financial actions had been taken in the last month. We are solvent. Dacoles and Mills signed bank signature cards to reflect Dacoles' position as Treasurer.

FISCAL YEAR 1994 BUDGET: Williams was pleased to report that the Town Manager has recommended funding for the hiring of six Pages in her FY94 budget proposal to the Town Council.

FRIENDS OF THE JACOB EDWARDS LIBRARY: The Friends' bookmark contest built on the National Library Week theme: Libraries Change Lives. Since this is National Library Week, Friends President Janet Jenkins will be announcing the winners this week. There was a great response in all four age categories, especially by the children. Prizes will be gift certificates for the Barnes & Noble bookstore.

TREES: Williams conveyed the appreciation of all the library staff for the beautiful results, with especial thanks to Lenti for his great perseverance in seeing this through. Lenti reported that Mr. Ohop of Mass. Tree suggested we consider trimming and shaping of the arbor vitae that remain, for about \$300. Mills asked if it would make sense to wait until fall, when they have had some time to grow up and out, now that they're no longer in the shade of the pines. Lenti will discuss this with Ohop.

Mills noted that now that "our side" of the fence looks so good, perhaps we can get someone to clean up the other side, including the large public parking lot. Perhaps the Town should take care of it, including sweeping out. Lenti will ask Ohop if he can clean saplings, etc, along the fence as part of his "final cleanup."

STURBRIDGE/CHARLTON EVENT: "Pot Luck Supper" plans have been finalized with the other two libraries. Lenti has invited Town Manager Florence Chandler to join us, and a representative of The News should be present for pictures and a story. Mills suggested an agenda of the following items:

1. food 2. introduce chair of each Board 3. photo opportunity upstairs 4. Lenti speak about Ted Lewis and "his" endowment fund 5. Remember past librarians Mrs. Hazelton and Mrs. Schaecker.

Morrill suggested an open discussion of our common problems. Mills said that during the supper portion of the gathering he could both do the introductions and seek to provoke an after-dinner discussion of issues such as Charlton's seeking new quarters for their library.

TRUSTEE CANDIDATE: The Board's recommendation to Fleet Bank that they appoint (for the Edwards Trust) Michael Bousquet as our next Trustee has not yet been formally responded to by the Bank. They will be forwarding the recommendation to Mr. Paige, in California, for approval on behalf of the Edwards family.

CORRESPONDENCE: The Massachusetts Library Association sent a Legislative Alert requesting librarians, trustees and friends to urge their legislators to support the funding package

which seeks to use the budget of the Mass. Board of Library Commissioners as a vehicle for funding many programs such as the Regional Library Systems, Talking Books for the blind, computer telecommunications, etc. Williams will make copies of this letter and pass it out to all who attend tonight's event.

As of this morning we have received 22 gifts in memory of former JEL librarian Mary L. Hazelton, for a total of \$830. Of the first 16 gifts, David Hazelton asked Williams to write thank you notes on behalf of the family, rather than just for the library, for 12 of them. Lenti said the family has spoken of giving some money as well, which along with these gifts could be made part of the Endowment Fund of the Jacob Edwards Library "seeded" by the gift of Ted Lewis. Lenti told the family that we would memorialize such gifts with an appropriate recognition such as an "honor role of donors."

Optelec U.S. Inc. sent a catalog of closed-circuit television systems to magnify reading material, which could replace our old illuminated magnifier in the Reading Room. They are expensive, about \$3,000, and there was some discussion of sources of grants for such a purchase. Lenti recalled that the current magnifier was a gift of the Lion's Club, who may wish to have the first opportunity to update this equipment to the new state of the art.

Quinebaug Valley Center for the Arts sent a notice of a meeting this Thursday night, April 22, to plan for "Celebrate Southbridge II," to be held in September.

Southbridge High School Librarian Mary Ferron asked if we can offer library card sign-ups at the elementary schools. She was not aware of the severity of our staffing cuts, but Williams said he would consider setting up a registration table during Parents' Night in the fall. It was suggested that the Friends might want to assist in staffing such a table.

REPORT OF THE LIBRARY DIRECTOR: Mills and Williams swept up the sand on the sidewalks after a recent Rotary meeting. Morrill supervised. The Christmas decorations are finally down. Williams will replace the trash receptacles outside the entrances, and will ask the Chamber of Commerce to repair or replace the large cement bin on Main Street.

The Department of Public Works has promised to repair the broken step on Foster Street as soon as possible. Quannah Roofing has cleaned the gutters, but if this doesn't stem "the waterfall," they may be able to alter the gutters to at least divert it. The Trustees urged that no alterations be made to the gutters, which are part of the actual structure of the building, without first getting the recommendations of an architect such as Mr. Prokos. Lenti suggested we request the Fire Department to resume cleaning our plugged downspouts as a practice exercise in using their ladders, etc.

Attorney Jane Miller of Bowditch & Dewey called to ask if Mr. Lewis had actually given his gift to the Endowment Fund of the JEL, or had only made a pledge to do so before he passed away. Williams told her he had made his donation, "But if I say it was a pledge, can we have another ten thousand?"

Williams was interviewed early yesterday morning on WGFP radio in Webster, in recognition of National Library Week.

Serving as Treasurer of Literacy Volunteers of Southbridge has become frustrating. LVS is having some organizational difficulties, and the Library Director is struggling to keep up with his own duties. Williams wondered if he could be relieved of the obligation to serve "ex officio" as Treasurer. None of the Trustees thought this was an obligation. It was agreed that Williams should continue to serve of the Board of Directors of LVS, to keep the lines of communications open, since we work so closely, but he should decline nomination for another term as Treasurer.

ADJOURNMENT: Next meeting: Tuesday, May 18, 1993, at Noon at the Library. Travinski moved to adjourn. Lenti seconded. Meeting adjourned at 1:20 P.M.

Respectfully submitted,
Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MAY 18, 1993

CALL TO ORDER: 12:05 Noon. Meeting adjourned to employees' parking lot to review scope of proposed landscape work before the rain became heavier, then reconvened in the Southbridge Room of the Library at 12:12.

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

CHAIRMAN'S REPORT: Mills welcomed Michael Bousquet to the Board of Library Trustees.

SECRETARY'S REPORT: VanVooren moved that the Minutes of the April 20, 1993 meeting be accepted as read. Lenti seconded. So voted.

TREASURER'S REPORT: Williams reported that Dacoles' office had just called to say she would be unable to attend. Two checks to the library have been received from the Town for the Southbridge Arts Lottery Council. One was to reimburse the Trustees for prepaying a performer during last year's Summer Reading Club. The other should have been made out to the Worcester Art Museum, for passes. Williams endorsed it over to the Museum and sent it along. Mills outlined the dual nature of the Board, based on receipt of public and private funds.. Four Trustees are appointed by Fleet Bank for the Edwards Trust, and three are appointed by the Town Manager.

FISCAL YEAR 1994 BUDGET: Williams was pleased to report that when he met with the Education and Human Services subcommittee of the Town Council, they voted to recommend to the full Council approval of the Town Manager's FY94 budget proposal, which includes funding for the hiring of six Pages. This will allow an expanded schedule of fifty hours per week. Lenti pointed out that organizations such as the Southbridge Historical Society would like to meet at the library, if our schedule were more convenient.

FRIENDS OF THE JACOB EDWARDS LIBRARY: The Friends' bookmark contest received great publicity during National Library Week. The Southbridge News printed photographs of the winners with Friends President Janet Jenkins, and also reproduced their winning designs. Jenkins was recently re-elected to another term as President of "FOJEL."

TREES: Just before the meeting, Mass. Electric sent a crew to plant new rhododendrons to replace those destroyed during tree removal. During the "tour" at the start of the meeting, Lenti had explained a two part proposal from Mr. Ohop of Mass. Tree: for \$575, he would trim and shape the arbor vitae that remain, and clear out the overgrowth on both sides of the fence. For an additional \$200, he would also clean out all around the "public" parking lot. Lenti moved, and VanVooren seconded, to spend up to \$775 from the Trustees' account for both parts of this work. Voted unanimously.

Lenti will ask the Town to commit to maintaining the property regularly. The property has recently benefitted from work by a number of volunteers, and just this morning former custodian Vin Chenevert, who had been sent to training to do so while employed here, began trimming the ornamental shrubs.

STURBRIDGE/CHARLTON EVENT: The "Pot Luck Supper" was a "bang-up job" and a "smashing success." Mills said it served to thank Sturbridge for having us as their guests last year, and brought in Charlton to explore mutual interests and foster communication.

MARY L. HAZELTON MEMORIAL GIFTS: The total is now \$940 in gifts to the library in memory of former Librarian Mrs. Hazelton. They have come from a large number of donors across the country (and one from Canada.) Lenti has discussed with her son, David Hazelton of Woodstock, suitable ways to recognize these donations, and future ones from the family, while enhancing the viability of the Endowment Fund established by Mr. Lewis.

Williams said he was not sure the various gift checks had been deposited in any account, since he and Dacoles had thought this might be discussed today. Lenti moved, and VanVooren seconded, that the monies should be deposited in the Trustees' checking account.

Future decisions could then be implemented with one check, and the donors' accounts can be reconciled before any more time passes. So voted.

Lenti added that Harrington Hospital will update our Trustees plaque to reflect recent changes in the Board, and rearrange it to be more logical and aesthetic.

CORRESPONDENCE: DiversiFax Inc. of New Jersey has written to request we allow them to install a coin-operated telefax machine for use by our patrons. They would pay the library between 15% and 30% of monies collected above \$150. There are businesses in town offering this service, and it was agreed that we should "pass" on this offer.

Mills brought application materials Travinski obtained from the AARP Andrus Foundation, for action-demonstration project grants, including grants for intergenerational support systems. She also had information that Stride Rite offers grants for intergenerational programs, which might fund senior aides or reading programs in the Children's Room.

SUMMER READING CLUB: Williams asked if the Trustees would again provide support for performers and/or treats for the programs in the Children's Room for the Summer Reading Club. The Trustees have given \$350 for several years, and VanVooren moved and Lenti seconded to do so this year. This was voted unanimously. Lenti suggested we designate one of the programs as "sponsored by" Donna Silverberg, as a nice way to honor her request that we do something for the Children's Room in lieu of payment for the art work she created for our recognition of G. Daniel Dumas' service to the library.

CHILDREN'S ROOM: The red paint is falling off the walls in large chips, and the wall board is deteriorating below the front entrance, as a result of moisture damage. Williams is hoping to find low-cost ways to address these problems. Could volunteers or Summer Youth Employees help if directed by a qualified supervisor?

Discussion led to consensus that a lasting solution requires study and planning. Williams will ask Alex Prokos or another qualified architect to inspect and recommend: 1) Scope of project to resolve these problems 2) Best approach 3) Feasibility of using unskilled help and supervision required to do so. Joe Arsenault is a possible supervisor/consultant for painting.

Selection of new color schemes and treatments should be part of a long range plan to be developed under guidance of a professional designer.

REPORT OF THE LIBRARY DIRECTOR: Literacy Volunteers of Southbridge regretfully accepted Williams' resignation (declining nomination for reelection as) Treasurer. He will remain of the Board of Directors of LVS, and Ziggy Damian has agreed to serve as temporary Treasurer. The organization has received help from accountant Michael Kennedy and has retained a tax attorney to organize newly required paperwork resulting from redefining LVS Director position as an employee rather than as a consultant.

Several "volunteers" have been performing "Alternative Sentencing" work as part of their probation. This is community service work in lieu of other forms of sentencing. We have taken advantage of it for several months. Work has included cleaning all of the walls and shelves in the five levels of book stacks, filing of catalog cards, shelving books, and yard work. Williams was nervous at first, but program is successful.

Williams attended the Rotary District Conference on May 7, and planned to attend the Mass. Lib. Assoc. Library Legislative Day at State House, but stayed to man the library instead, due to staff illness. He was interviewed last Thursday on WESO radio seeking recent out-of-area telephone directories. They used to be free to libraries, but now it would cost \$1,760 to renew just some of our books. The broadcast led to some donations. He will return to the radio station on 6/4 to publicize the work of volunteers and the Friends of Jacob Edwards Library.

ADJOURNMENT: Next meeting: Tuesday, June 15, 1993, at Noon at the Library. Lenti moved to adjourn. VanVooren seconded. Meeting adjourned at 1:05 P.M.

Respectfully submitted,
Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JUNE 15, 1993

CALL TO ORDER: 12:00 Noon.

ATTENDANCE: Mills, Bousquet, Dacoles, Morrill, VanVooren, and Williams.

CHAIRMAN'S REPORT: Mills commented on the good coverage of our new budget and anticipated increased library hours in this morning's Worcester Telegram.

SECRETARY'S REPORT: VanVooren moved that the Minutes of the May 18, 1993 meeting be accepted as read. Bousquet seconded. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally, and that she will be contacting Bouvier Insurance to make sure the correct name is on the Bonding policy. Fleet Bank has set up the Endowment Fund seeded by Edgar "Ted" Lewis.

FISCAL YEAR 1994 BUDGET: Williams reported full Council approval of the Town Manager's FY94 budget proposal, \$235,160, so he is proceeding with plans to hire six Pages and has announced anticipated schedules to the media. The proposed schedule for summer would be Monday through Wednesday, 9 to 5; Thursday, 12-8 and Friday 12-5. VanVooren suggested that rather than start that way and add evening hours in the fall, why not open Monday from 12-8, so that we offer two evenings of service right from the start, and add morning hours in the fall. Everyone thought this a good idea, and the revised schedule will be publicized.

ARCHITECT: Alex Prokos inspected the building with Williams, and is studying our blueprints in anticipation of meeting with a Building Needs & Study Committee to be set up from our numbers. Lenti has expressed an interest in this, and Morrill said he would be willing to participate. Bousquet agreed to join, and Mills said we could meet Mr. Prokos tomorrow at 1:15 PM for initial discussions. Williams will notify Lenti of this meeting.

Mills pointed out that the state is interested in our developing a plan to address access, even if we can't implement it right away.

TREES: Mass. Tree will complete the remaining work soon.

POSSIBLE TRUSTEES' EXPENDITURES: Kathleen Frew of Old Sturbridge Village can perform the work recommended by the Northeast Document Conservation Center to restore the Grand Trunk Railroad maps for \$10.00 per hour for labor and the following supplies expenses: \$383 to encapsulate 46 untreated maps, or \$610 to re-treat the 29 maps already encapsulated plus the others for a total of 75 maps. The consensus was that all the maps should be given the recommended treatment.

Publicity had already been printed and distributed by the time of the last meeting, where it had been suggested that an additional summer program be offered, which would be "sponsored by Donna Silverberg," as a way of recognizing her contribution in designing the gift "card" for G. Daniel Dumas' farewell luncheon. Could the Trustees fund a "Donna Silverberg Halloween Party" for \$200 to serve this purpose?

VanVooren moved and Dacoles seconded that the Trustees pay for both of these proposals. So voted.

ORGANIZATIONAL MEETING: Mills suggested an organizational meeting be part of the agenda of the regular September meeting. He recently attended a workshop on running effective nonprofit organizations, at which Attorney General Scott Harshbarger spoke of the importance of a "spirit of openness" such that participants feel empowered and enfranchised. This might involve term limits, or just a sense that the organization is not a "closed system."

Dacoles and Morrill are willing to continue to serve as a "standing nominating committee," to recommend both candidates and guidelines for each office.

CORRESPONDENCE: A thank you letter was received from Elie Chesebrough, Library Director at the Joshua Hyde Library in Sturbridge, for the Pot Luck Supper in April, during National Library Week.

The Town Treasurer passed on to Williams a verbal request from an official at another town: "Can we have a book drop too?" One of our retired book return boxes was converted by the DPW to serve as a night deposit box for tax payments. It is painted bright yellow - hardly recognizable - and is at the foot of the steps to the Town Hall. The Trustees declined this request.

REPORT OF THE LIBRARY DIRECTOR: Williams has already interviewed 3 Summer Youth Employment & Training Program candidates. Two more interviews are scheduled for this afternoon, and two additional names came in today's mail.

Applications for Library Page positions began coming in as soon as our publicity about anticipated hours increases appeared. We received great coverage in both newspapers and on radio. The advertisements for the Page positions ran in last Friday's and yesterday's Southbridge News. After the deadline for applications, Williams will mail a Skills Examination schedule to all the applicants.

A window fell out of its frame in the Children's Room recently. Menard Glass repaired the broken glass and Williams re-installed the window, as DPW help was not immediately available. Dacoles suggested speaking to the Town Manager about this, but Mills offered to call Hamer Clarke instead to get some assistance in assuring the safety of all of our windows.

Williams recently declined an invitation to join the Board of the Quinebaug Valley Center for the Arts, as he is already very busy, especially as Rotary Club Secretary.

WESO recently invited Williams to speak about the Friends of Jacob Edwards Library, and our many volunteers who have helped us get through the tough times. Today our first request to serve as a "Food Share Volunteer" came from Joseph Pikaris of High Street, who has some landscape experience. Williams will order some bark mulch so we can weed and mulch our garden.

ADJOURNMENT: Next meeting: Tuesday, September 21, 1993, at Noon at the Library. Morrill moved to adjourn. Dacoles seconded. Meeting adjourned at 12:55 P.M.

Respectfully submitted,
Harry R. Williams, Clerk