

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
SEPTEMBER 21, 1993

CALL TO ORDER: 12:00 Noon.

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

CHAIRMAN'S REPORT: Mills thanked all who attended the reception for Mrs. Petrelli on September 2. He has received an eloquent thank you note.

SECRETARY'S REPORT: Morrill moved that the Minutes of the June 15, 1993 meeting be accepted as read. Lenti seconded. So voted.

TREASURER'S REPORT: Dacoles was called to a last-minute meeting at work, so there was not a formal report. Williams reported that there had been no major action in any of the accounts.

ORGANIZATIONAL MEETING: Morrill presented a memo from the Ad Hoc committee appointed at the June 15 meeting to study procedures of electing officers to the Board of Trustees. The committee, which consisted of Morrill and Dacoles recommended study of 3 questions: 1. Should length of terms of Chairman, Vice Chairman and Treasurer be extended to 3 or 5 years? 2. Should there be a limit on the number of terms each officer can serve? 3. What would be procedure for removing a member from office?

Lenti remarked that extending terms of office is a big change, and all agreed to think about the issues raised, but that no action need be taken now except for the Election of Officers. Williams thought the one-year term of office as a Trustee made it impossible to accept a 3- or 5-year term as an Officer, but Lenti reminded him that "Bank" (eg Edwards Trust) appointments are for three years. Mills suggested we think about how structured we need to be. Will our nature as "a small community" be changed to "the big time" if we are successful in getting the DOD (Department of Defense) accounting office located in Southbridge? On the subject of removal from office, Mills pointed out that although the Board needs to self discipline internally, the issue of removal would accrue to the respective appointing authority.

Nominations were opened, and VanVooren moved MILLS to serve as CHAIRMAN. Lenti seconded, and Mills was elected unanimously. Morrill nominated LENTI for VICE-CHAIRMAN, Van Vooren seconded; voted unanimously. Lenti nominated and Morrill seconded DACOLES as TREASURER; voted unanimously.

The question was raised: does the Clerk need to be a Trustee? Referral to the By-Laws revealed that (Art. III sec. 1) the Clerk (non-voting) is an honorary member appointed by the Board; and (Art. IV sec. 2) the Library Director shall serve as Clerk of the Board of Trustees. This has been our practice.

BUILDING SUBCOMMITTEE: Bousquet met with architect Alex Prokos and inspected the problem area in the Children's Room under the front steps. It was determined that we should have the gutters cleared and a diverter put on the pediment above the front door, and have the front steps re-pointed. This will stop the seepage, unless it is ground water which would call for underground drainage work. Quannh Roofing will do the gutter and diverter work for less than \$100, so Bousquet had given them the go-ahead.

Three proposals were offered for the steps: \$475, \$650 and \$1200. Hamer Clarke suggested we consider the new silicone caulking, and said that Paul Benoit (the \$475 proposer) would do work with silicone or mortar. Morrill moved that Benoit be hired to install new mortar, which is proven and more traditional. VanVooren seconded. So voted.

Bousquet will work on getting proposals for scraping and painting the damaged areas in the Children's Room when the time is right - when we are sure the water problem has been resolved.

INTERIOR DESIGN PLAN: Mills remarked that having a professionally developed landscaping plan, with phases, had worked out well, and that this would be the best approach to our building needs as well. After we have resolved our immediate problems, Bousquet could

meet with professionals such as Pauline Atwood, regarding paint options, or Alex Prokos, on developing a 5-year plan, to renew the interior of the library.

FISCAL YEAR 1994 BUDGET: When Williams prepared the printed agenda, he had the impression that we had fallen short of our Municipal Appropriation Requirement by \$353. This is not the case - we qualify for our full LIG/MEG grants. This should not have been an issue, but the Legislature "changed the rules" when they adopted a State Budget in July, after Municipal budgets were in place, which called for an MAR of 100% of the average of the previous 3 years, rather than 95% of the average which had been predicted to continue for at least one more year by the MBLC (Mass. Board of Library Commissioners.)

CUSTODIAN: The Town Manager told Williams she "Thought the Trustees were going to resume funding a cleaning service" after the Summer Youth Employment Program was over. Williams told her he was sure she had said she would develop a Town-funded plan to cover the Library and the Age/Veterans Center with custodial help this fiscal year. When Williams thought we needed to increase our appropriation to fulfill our MAR, as in the preceding paragraph, he intended to recommend we offer to pick up the balance of the cost of a Custodian, this year only, if the Town would appropriate at least the \$353 to meet our MAR - which would generate about \$8,000 in additional grant monies. However, that point is moot, since we already qualify.

The Town Manager will "ponder" the problem of custodial help. Meanwhile, Williams will seek to get any volunteer or other help. Two of the SYEP workers are continuing on an after-school basis until September 30, working 2 hours per day. This will buy a little time, as one is cleaning.

Williams was asked to write to the Town Manager that the Board wants the Town to be responsible for the physical care of the building.

INHERITED RECORDINGS: Alma C. (Lemoine) LaVallee Saulnier has brought many video and some audio recordings left to the library by her son, Paul J. LaVallee, who died on August 17. Because they were recorded off the air, to circulate them would violate Copyright laws. Williams did not know how to proceed. Mills knows Mrs. Saulnier, and he and Williams will meet with her after some time has passed, to discuss our options.

CORRESPONDENCE: MSG Systems has proposed to install a coin-operated photocopier. They would maintain it, keep it supplied, and pay the library 15% of revenues monthly, and provide a bypass key to give the library 25,000 free copies per year. This would free the staff from handling the cash in our current copier which is getting old and makes only mediocre copies. It was suggested that we see if the vendor will make this arrangement with the Friends of the Library, who could use it as a source of revenue while still providing the library with a source of free copies.

Williams was contacted by Southbridge Savings Bank because they have accounts for both the Trustees and for Literacy Volunteers of Southbridge that show the same TIN (Taxpayer Identification Number.) It turns out that the IRS shows the number we are using is LVS' number. Williams will work with Dacoles to change our accounts to reflect the Town's TIN, as the Town Treasurer indicates this will not change the Trustees' ability to "control" these accounts.

REPORT OF THE LIBRARY DIRECTOR: The Library Pages are working out well, but one has already resigned. Williams will see if we can hire Amarilis Ramos, one of the Summer Youth Employees.

Big Bunny Market has donated \$1,000 to be used for the Children's Room. Mrs. White has already written thanks, and Williams will draft a letter on behalf of the Board. Lenti spoke with Mark Palmerino about directing future donations to our new Endowment Fund, as well as to financier Eduoard Bonnette.

The Friends of Jacob Edwards Library made \$339.10 at their Book Sale, and will pay for passes to the Higgins Armory, subscriptions to "Air & Space" and "The Morningstar Report" on mutual funds. They will start an informal Popular Book Discussion Group, and will buy new drapes for the Ploppi Room if the Trustees will have it painted.

The MBLC has announced it will fund reimbursements for Non-Resident lending this year. They estimate Southbridge will receive \$4,734.

Williams is working with the staff of Quinsigamond Community College to get an LSCA (Library Services & Construction Act) grant for family learning and "Multigenerational Literacy." Although QCC promised to "do all the work," Williams prepared the Letter of Intent in order to meet the Sept. 23 deadline.

Town Councillor Bernard Haggerty approached Williams about a report, "School District Profile," issued by the Mass. Dept. of Education, which indicated "NR" to the question "Is the public library accredited?" Williams is sure that we are accredited, even though we have needed a waiver of the MAR for the last few years. He will investigate this.

ADJOURNMENT: Next meeting: Tuesday, October 19, 1993, at Noon at the Library. Morrill moved to adjourn. Lenti seconded. Meeting adjourned at 1:25 P.M.

Respectfully submitted,
Harry R. Williams, Clerk

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

CALL TO ORDER: 12:00 Noon.

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

CHAIRMAN'S REPORT: Mills, Lenti and Williams met with members of the Hazelton family on Saturday October 2, to discuss a possible gift in memory of Mary Hazelton, from her children.

SECRETARY'S REPORT: Lenti corrected the statement in last month's minutes that "'Bank' (eg Edwards Trust) appointments are for three years." Town appointments to the Board are for 3-year terms, while bank appointments are annual. VanVooren moved that the Minutes of the September 21, 1993 meeting be accepted as amended. Travinski seconded. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally.

BUILDING SUBCOMMITTEE: Bousquet reported that Paul Benoit completed the work on the front steps. They look good, but Mills asked if a solvent would remove the red matter from the steps. Bousquet, Lenti and Williams met last Thursday evening, October 14, with architect Alex Prokos to discuss possible addition plans. We could add two stories out back, at 20 X 60, or another addition like that facing Foster Street, giving 30 X 80 feet, so long as we can get a variance to build close to the property line. All agreed we should keep the stacks intact as historically significant architecture.

Prokos noted that either addition would bring us above the threshold at which a sprinkler system is required, and discussed elevators and ramps for handicapped access. Construction costs may run about \$100-\$110 per square foot, so the larger "H-shaped" plan might cost about half a million dollars. Lenti and Mills are both interested in restoring the barrel vault ceiling.

Bousquet asked for some direction from the Board to his committee, and Mills specified two issues: long-term plans for expansion and access; and the abiding issue of the Children's Room interior, beneath the stairs. This second requires a minor investment, so we should proceed to "spiff up" this area as soon as we are sure the moisture problem is solved, and Prokos has suggested we close up the gap in the floor at the top of the stacks, perhaps with some sort of a grille.

CUSTODIAN: The Town Manager asked Veteran's Agent/Age Center administrator Michael Tromblay if he would be willing to let the Library have first chance to get a worker from the Green Thumb program. Tromblay had lined up a man who would be paid to work 20 hours per week, at no cost to the Town, and he was kind enough to agree to let us use this worker, and he will seek another.

If this does not work out, Williams will seek a parolee to take care of our building maintenance. Meanwhile, three young female students from Southbridge High School had come forward seeking volunteer opportunities, and were willing to do custodial work. Williams has been utilizing them for two hours each, once per week, but will give them more satisfying work as soon as another option works out.

HAZELTON MEMORIAL GIFT: After the meeting mentioned by Mills at the opening of this meeting, we received a check for \$1,035 from the children of Mary L. Hazelton: David S., Charles L. and Lester W. Hazelton, Mary Ann Crosbie, and Natalie Mata. This combined with the other gifts received for a total of \$2,000. Williams has written a thank you on behalf of the Board.

CORRESPONDENCE: The Massachusetts Board of Library Commissioners has sent a copy of Guidelines Regarding Public Library Trust Funds, voted at their June 3, 1993 meeting. Williams read the entire statement at the meeting, which said, in part, that such funds "...must not be used to offset municipal budget shortfalls...public libraries...must be

supported by public funds allocated through local budgetary processes. Trust funds should be...for the enhancement and enrichment of library services..."

Mr. Joseph Marshall of Torrey Road has asked for permission to address the Board at next month's meeting. He may be able to help us get some major grant funding. Lenti asked if he could meet with Marshall on behalf of the Board before the next meeting, and all thought this a good idea.

The Massachusetts Department of Public Welfare sent a questionnaire to see if we might provide "Transitional Employment for Massachusetts Parents for the Unemployed Parent, TEMP-UP for short." Williams filled it out and returned it with a note about their mailing the material weeks after the date on the letter, while requesting an immediate reply. This would be a pilot project in the area of "workfare," and Williams said we would help.

REPORT OF THE LIBRARY DIRECTOR: Williams has applied for two grants from the Southbridge Cultural Council (formerly Arts Lottery Council.) One is to hold Poetry Readings at the library, the other to renew our passes to the Worcester Art Museum. He is planning to attend a meeting in Worcester on October 28 to further explore the desirability of seeking an LSCA (Library Services and Construction Act) grant for multigenerational learning and family literacy.

After the first of the Library Pages resigned, Williams was able to hire Amarilis Ramos, one of our Summer Youth Employment & Training Program workers. Williams wrote a letter to the MacKinnon Training Center on the success of the program in leading to this "placement."

Friends of Jacob Edwards Library President Janet Jenkins reports that the passes to the Higgins Armory should arrive soon.

Share New England ("Food Share") has designated cleaning up public libraries in the Tri-Community as the October "Project of the Month."

Williams sent a written reply to Town Councillor Bernard Haggerty with his findings regarding the report, "School District Profile," issued by the Mass. Dept. of Education. Haggerty had been concerned because it indicated "NR" to the question "Is the public library accredited?" Williams learned that the Education Department had not contacted the Mass. Board of Library Commissioners (they even had the agency's name wrong) to verify their facts. If they had done so, according to the MBLC, they would have been told that we are indeed "certified."

ADJOURNMENT: Next meeting: Tuesday, November 16, 1993, at Noon at the Library. VanVooren moved to adjourn. Lenti seconded. Meeting adjourned at 1:04 P.M.

Respectfully submitted,
Harry R. Williams, Clerk

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

Call to order: 12:00 Noon.

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

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

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. We paid the Kit'N'Kaboodle performers for the Halloween party, and for repointing the front steps.

BUILDING COMMITTEE: Lenti met with architect Alex Prokos to discuss ways to expand and/or improve our building, and with Inspections director Nick Tortis, who said because we are in a business zone, we can build right up to our property line, rather than having a fifteen foot setback.

CUSTODIAL HELP: Herb Cassell began working yesterday under the Green Thumb program, which pays for him to work 20 hours per week. His schedule will be Monday-Friday from 9AM to 1PM. We expect Joshua Thibodeau, who worked at the library last summer under the Summer Youth Employment & Training Program, to begin working 15 hours per week under Y.O.U., Inc.'s program for young adults working toward their GEDs. Joshua's stipend is for 4 months, at which time another worker will take his place if one is available. The 3 volunteers from Southbridge High School are no longer doing custodial tasks, but will help with filing catalog cards, etc.

It was suggested that in addition to indoor custodial duties, we ask Joshua to clean up the big public parking lot. Williams said he will do so, and mentioned wanting to get DPW's sign shop to make a "Patron Parking - Next Right" sign to divert people from the "Staff Only" lot. Lenti remarked that our large "Jacob Edwards Library" signs need to be refurbished too. Williams will arrange for this work to be done in March or April as part of our Spring cleaning.

GRANTS: Lenti met 3 times with Joseph Marshall of Torrey Road, with Mills or Williams at some of the meetings. Mr. Marshall may help us to get some major foundation funds. He suggests they usually look for a local show of faith, in the form of local monies or pledges. We will remain open to his suggestions as we consider future directions for the library.

SOUTHBRIDGE ALLIANCE AGAINST DRUGS: Williams joined after they donated to the library a collection of books two years ago. SAAD publishes a calendar each year featuring art work and slogans created by local school children. Williams suggested we consider selling the calendar, at \$2.00, during the month of December, even though we have sought to reduce our selling activity in general. It was agreed that we should do so, but not as a precedent.

ROTARY OFFICE FOR WILLIAMS: Mills reported on Williams' "opportunity" to move up through the ranks of the Southbridge Rotary Club, where he is in his second term as Secretary. Williams said he had been attempting to reduce his outside work load when he asked to not be a candidate for re-election, but then he was asked to accept nomination as Vice-President next year. This is usually followed by a year as President-Elect, then the (1996-97) Presidency.

SECURITY SYSTEMS: Lenti commented on the theft of individual volumes from some of our reference sets. Williams said the Town Manager had included a security system for our materials in her EOCB grant application. Mills suggested that we begin protecting the reference collection even if we must do so as a pilot project or first step to securing the entire collection.

CORRESPONDENCE: Don Cadoret brought in a donation of \$100 this morning, in addition to the \$22.50 sent on his behalf by the Quinebaug Valley Center for the Arts. These monies are from the sale of his photographs at the Arts Center.

Cabot Safety has sent an \$800 donation which, like Mr. Cadoret's, is earmarked for Children's Services.

REPORT OF THE LIBRARY DIRECTOR: Williams has gone from having "no one" to work around the building to having both the Green Thumb and Y.O.U./GED help mentioned above and two "Alternative Sentencing" community service workers. Lourdes Quinones is working 15 hours per week and Patrick Cronican 10 hours.

After three Library Pages resigned within a short time, we hired former Summer Youth Employment & Training Program worker Edith Ortiz, and former volunteer Michelle Jacklin. A number of walk-in applications were received based on word-of-mouth publicity at SHS after the resignations.

The effort to replace the 3 Pages, the need to schedule vacation time, and the demands of the 50 hours per week schedule have put a real strain on our staff. Even the full retinue of 6 Pages at 10 hours per week is only a 29% increase in person-hours, while the change from 30 to 50 hours is a 67% increase. This led to a situation where a "Senior Clerk-Typist" was left in charge of the entire Department one recent evening. Williams has tried to convince the Town Manager that this (Susan Chaplin's) position is long overdue for regrading. Mills asked Williams to prepare a recommendation for next month's meeting, to reinstitute regular employee evaluations for all staff, including his own evaluation by the Board. This will create a "track record" for the employee, and provide objective information needed to evaluate our organizational chart and positional grades.

Mrs. Lind, Bilingual Coordinator for the Southbridge School Department, asked for our support in offering an after-school homework assistance program. We have made both Study Rooms available from 3-4PM on school days, to offer ten sessions per week. Mrs. Lind has lined up volunteer tutors to help students who have difficulty completing their assignments, and has sent a set of "Standards for Library Behavior" guidelines to the home of every bilingual student. Parents must sign an agreement to be sure their children observe the guidelines, before they can participate.

ADJOURNMENT: Next meeting: Tuesday, December 21, 1993, at Noon at the Library. VanVooren 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
DECEMBER 21, 1993

Call to order: 12:00 Noon.

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

CHAIRMAN'S REPORT: Mills welcomed all and wished everyone a Merry Christmas.

SECRETARY'S REPORT: Lenti pointed out that the Building committee report in the Minutes of the November 16, 1993 meeting should reflect Bousquet's leadership as Chair. Dacoles moved that the Minutes be accepted with this correction. Lenti seconded. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. We received gifts of \$800 from Cabot Safety, and \$200 in other gifts, and paid \$574 for encapsulating maps and \$409 for Children's Room activities. A new check for \$8500 was issued to the Town, as they never received our last semiannual contribution which was mailed in June.

BUILDING COMMITTEE: Bousquet contacted welding contractor Al DiPietro of D&D to get suggestions for the safety problem of the gap at the top of the stacks, and Paul Benoit, who worked on the front steps which are still leaking. Mills presented a set of drawings by architect Alex Prokos of a possible building addition to mimic the addition of 1966. The proposal would provide elevator access to the two main levels but not to the stacks, and it doesn't integrate computer and other evolving technology in a planned manner.

Morrill wondered what are the mandatory levels of accessibility, and VanVooren said we should provide the maximum level possible. Mills pointed out that as one of the leading groups opposing censorship, we need to think of how limited access can "censor" part of the library for the elderly and handicapped. Bousquet, Lenti and Williams will get together to explore other libraries in the Region who have recently expanded, to get a sense of "Where are libraries going?" We can also ask the Central Region to provide a consultant to help us conceptualize where we are going.

FY'94 AND FY'95 BUDGET: The Town has carried a Capital Budget line for several years with \$5,000 for a new photocopier for the library. Williams will prepare a memo for the Town Manager requesting these funds be used. The initial FY'95 Budget Proposal is due to the Town Manager on January 15. Williams would like to request about a \$255,404 budget that would allow for the hire of two Librarian Assistant S-7s at 10 hours per week each, and an overall increase of about \$19,547. The specific figures still need work, but the Trustees agreed with the concept of this approach.

EMPLOYEE EVALUATIONS: Existing policy as developed by Latham, called for no evaluations after the maximum pay step is reached or for Pages, which means that no current staff would be evaluated. Williams would like to start this year evaluating each employee on their anniversary date, using a much less formal approach than Latham's. Mills suggested Williams see if the Region offers any seminars on how to do evaluations. All agreed with the proposed approach, and that Williams should draw up as soon as possible a list of accomplishments he plans to undertake in the coming year, which can provide a basis for his own evaluation by the Board in December.

HAZELTON MEMORIAL PLAQUE: Williams could not locate his notes on the specific text for the plaque as developed at the meeting with the Hazelton brothers. We would like to unveil the plaque at a ceremony during National Library Week this April, so Williams will contact David Hazelton to see if a general text is satisfactory.

1994 MEETING DATES Williams distributed copies of a letter to the Town Clerk outlining a schedule of meetings for the third Tuesday of each month except July and August, at noon at the Library. All agreed to continue this practice, so Williams will deliver the letter today.

PERSONAL COMPUTER FOR LIBRARIAN'S OFFICE: The Apple IIgs donated by Mrs. Buyuk is in the repair shop, and others cannot run the spreadsheets developed for our accounting. Is this the time to purchase an IBM or compatible computer that can run Lotus and other powerful programs, in the name of more efficient use of administrative time? Will the Trustees purchase a new system? Williams will speak to the Town Manager, Treasurer and Accountant to see who is knowledgeable on this.

Also no longer state-of-the-art is the collection of circulating video cassettes. How about purchasing a dozen or so more recent titles with Gift Account monies? Williams will talk with Bousquet about acquiring used videos, which are much less expensive than new ones.

CORRESPONDENCE: The Soubthbridge Cultural Council approved both of our \$250 grants, for Art Museum passes and Poetry Readings, at the local level and are sending their recommendations to the State for funding.

The MBLC, the Massachusetts Board of Library Commissioners, has approved our LIG/MEG, Library Incentive Grant/ Municipal Equalization Grant, monies at \$15,722.12. Although we did not require a waiver this year, since our FY94 Municipal Appropriation ("MAR") meets their standards, we must wait until next year to receive a full (not pro-rated) grant amount because they use the prior year, not the current year, for measuring compliance with the hours open standard.

The MBLC also voted on October 7 to return the MAR to 102.5% of the average of the 3 prior years' appropriations. The Budget proposed above will meet that requirement.

REPORT OF THE LIBRARY DIRECTOR: Williams helped Children's Librarian White to prepare a \$3,000 Wells Grant proposal for "Six to Nine Year Old Library Programming."

Herb Cassells started to remove paint chips downstairs, but will not re-paint until we know we have solved the moisture problem.

The Bilingual Homework Assistance Program was cancelled after 40 sessions over a period of 4 weeks, at 2 sessions/day from Mondays through Fridays in Study Rooms A and B, with a capacity of 200, drew 12+ tutors, and only 1 student.

We anticipate starting Dina Dacoles next week as Library Page, and new Y.O.U., YOUNG OUTFIELD worker Michael Christian (Joshua Thibodeau got a full-time job and left the program) to start 1/3/94 at 15 hrs/wk.

ANNOUNCEMENT: Next meeting: Tuesday, January 18, 1994, at Noon at the Library. Morrill to adjourn. Dacoles seconded. Meeting adjourned at 1:05 P.M.

Submitted,
Williams, Clerk