

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
SEPTEMBER 20, 1994

Call to order: 12:00 Noon.

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

CHAIRMAN'S REPORT: Mills will meet soon with Debra Pierce of Fleet Bank to review our investments. Dacoles pointed out that the Trust is providing a low interest rate. Mills added that Ms. Pierce can bring a Trust Officer who is well versed in advanced forms of investments.

SECRETARY'S REPORT: Morrill moved that the Minutes of the June 21, 1994 meeting be accepted as read. Dacoles seconded. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Most expenditures were for the Summer Reading Program. Dacoles submitted her Annual Report, which details all our activities to the Town this summer.

BUILDING SUBCOMMITTEE: Mills and Williams just received from the MBLC (Massachusetts Board of Library Commissioners) on September 15 the guidelines for the Massachusetts Public Library Construction Program. Williams met Charlene Gravel of OPCD (Office of Planning and Community Development) on the 16th. Gravel will seek support of Town Manager and Treasurer in urging the Town Council to help fund a feasibility study.

Applying for a grant under this program requires 3 documents to be received at MBLC by October 27: a JEL Long-Range Plan update; a FY96 Action Plan; a Letter of Intent estimating completion dates for our Library Building Program and for Schematic Drawings. Williams will bring drafts of the Long-Range Plan update and FY96 Action Plan to the October 18th Trustees meeting for approval.

Mills has spoken to Town Council Chairman MacDonald and to Town Treasurer LaFleche of our intention to pursue this funding, and both are supportive. Williams will approach the Education & Human Services Subcommittee of the Council to request funding for the feasibility study. MBLC construction consultant Patience Jackson advises that this first step should be paid for by the Town, even if the Trustees intend to help pay for the eventual project. Williams will detail to E&HS our need to proceed in improving our access and safety, and must be on the record as moving forward on this.

TRUSTEE SEARCH: Lenti suggested that a excellent addition to the Board would be Mr. Lawrence Gaine of Dennison Hill Road, who has been active in community affairs but does not yet know he is being proposed. Dacoles and Morrill, as the Nominating Committee, empowered Lenti to approach Mr. Gaine to see if he would be interested in serving.

FY'95 BUDGET/EQUIPMENT: Williams reported that the FY'95 Budget had seemed sufficient until Fire Inspector G. Mathieu recommended we upgrade our 3,000 gallon fuel oil tank with provisions for overfill and spill containment. Morrill moved and Dacoles seconded that we request that the Town implement the Fire Inspector's recommendations.

Another recommendation of the Fire Inspector was to eliminate the clutter where story hour supplies and equipment are stored. Children's Librarian Mary White has requested storage rack (\$379.95) for books w/cassettes and books w/filmstrips in hanging bags, to improve this. Morrill moved and Travinski seconded to purchase this from Trust funds.

Williams reported frustration at trying to get typewriters repaired by the firm that has a contract with the Town. It was suggested he see if the school department has any surplus typewriters.

FRIENDS OF THE LIBRARY/PUBLICITY: The Friends of Jacob Edwards Library (FOJEL) 4th Annual Book Sale on September 10th netted \$525. Morrill heard from some FOJEL members of their frustration at receiving too little publicity. Williams said he spoke on WESO to promote the event and that FOJEL officers sent several press releases, but they feel our library does not seem to be highlighted as often as Sturbridge.

Lenti suggested that we need to pump out a steady stream of press releases, and should considering faxing them to make them seem more urgent and timely. Williams will try to get out briefer and less "literary" but more frequent releases.

CUSTODIAL HELP: Green Thumb worker Herb Cassell had some help from another Y.O.U., Inc./GED worker, Alex Caez, who has come and gone since the June meeting. Summer Youth Employment Program workers Luz Morales and Mariet Santiago were great, and Library Pages Edith Ortiz and Amarilis Ramos were able to participate again this year. Instead of 10 hours per week paid for from our Part-Time budget, each worked 35 hrs/wk paid by the MacKinnon Center.

PUBLIC ACCESS CATALOG: The long-awaited CMRLS-C/W MARS - PAC PROJECT (Central Massachusetts Regional Library System-Central/Western Mass. Automated Resource Sharing - Public Access Catalog) was officially announced 8/23 with a 9/2 application deadline to apply for inclusion. After polling Trustees by phone, Williams signed "committing" us for \$1,000 (or pro-rated portion thereof) for annual connection charge to be added to our C/W MARS annual fee. We will receive a sophisticated PC and be hooked up to a port to make this our first computer catalog for patron use.

MEMORIAL TREE: Lynne Fitzpatrick, the volunteer who restored our landscape last summer, died in an automobile accident this summer. Her brother would like to plant a tree, consistent with our landscape plan, in her memory. It was suggested that we replace the crabapple tree on the west side of the library with a medium scale dogwood. Williams will contact Jeff Fasser, who designed the landscape plan, for guidance.

CORRESPONDENCE: Travis Baker, age 9, of Village Drive, wrote a letter asking why we charge for Apple Computer use. Williams suggested that since the state-of-the-art CD ROM to be donated by the Friends will be free, we change our policy of charging for using the Apple. The Board agreed that we make Apple use free.

The New England Library Association's annual conference will be at the Sturbridge Host October 2-4, and a schedule is available. Mills received a Library Study Committee Questionnaire from the Town of Easthampton with a deadline of 10/15, and asked Lenti if he would be willing to fill it out.

REPORT OF THE LIBRARY DIRECTOR: The Town has reinstituted an Employee Assistance Plan via Longview Associates, whose representatives will meet our staff tomorrow to explain their services.

Sign Language Instructor Claire Provost has paid for 5 of 9 sign language classes she bought before deciding to change locations, and promises that the balance will be paid.

Williams spoke on WESO several times this summer, usually to promote our programs, and recently to urge Charlton voters to approve a library override to insure reciprocity.

Override was passed.

Williams is scheduled to speak on "The Library - what's in it for you?" to the YMCA Singers' Group at Rom's next Tuesday evening, 9/27.

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

Respectfully submitted,
Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
OCTOBER 18, 1994

Call to order: 12:00 Noon.

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

CHAIRMAN'S REPORT: Mills welcomed Lawrence Gaine to the Board of Library Trustees, and explained the Board's structure: 3 Trustees appointed by Town Manager; 4 by Fleet Bank for the Edwards trusts, in consultation with Mr. Dick Paige of California, a surviving member of the Edwards family.

For years, the Board has given the Town \$17,000 of Trust Income toward operating expenses. Remaining monies accumulate for initiation of new projects, such as joining C/W MARS, the ongoing costs of which are picked up by the Town in subsequent years.

Mills and Dacoles will meet on November 14 with Debra Pierce and a co-Trust Officer of Fleet Bank to review our investments.

SECRETARY'S REPORT: Dacoles moved that the Minutes of the September 20, 1994 meeting be accepted as read. VanVooren seconded. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. There were several expenditures for the Summer Reading Program, and a multi-media display stand was purchased for the Children's Room office. A gift of \$500 was received from Cabot Safety.

BUILDING SUBCOMMITTEE: The Education & Human Services subcommittee met on October 4 with Mills, Williams, Town Manager Chandler and OPCD Director Gravel, to review our request for \$7,000 for a feasibility study. E&HS unanimously recommended this. The full Town Council so voted 10/11. This plus \$5,000 for security will fund a \$12,000 study.

After this approval, Patience Jackson of MBLC (Massachusetts Board of Library Commissioners) explained that schematic drawings (not plans) must accompany our grant application in March. Williams asked if we need two studies. No - our RFP should specify a "feasibility study with schematics," for access, security and interior space redesign, which costs about \$3,000 more than text only report, or \$15,000.

Rather than going back to the Town Council with an amended request, Williams asked if the Trustees would be willing to pay the additional \$3,000. Lenti thought this a good idea. VanVooren moved, Dacoles seconded, and it was voted unanimously to do so.

HANDICAPPED ACCESS: There is increasing interest in the community in this major aspect of our Building project. We may want to hold an open house, and will seek advisors from the community. Peggy DeAngelis, who uses a wheelchair, has worked with Mills on other handicapped access projects in town and, as a librarian, could be of great assistance. Williams will inform Patience Jackson of our progress and send copies of documents.

LONG RANGE PLAN: Applying for a grant under the Mass. Public Library Construction Program requires 3 documents at MBLC by October 27: a JEL Long-Range Plan update; a FY96 Action Plan; a Letter of Intent estimating completion dates for our Library Building Program and for Schematic Drawings. Williams presented his draft of a 1994 Long Range Plan, which updates the 1989 plan and includes an Action Plan for FY96.

The Letter of Intent must indicate such plans have been adopted by the Board. If the plans do not meet MBLC standards, we can revise them without being disqualified for the grant. Travinski moved and Lenti seconded to adopt the Jacob Edwards Library 1994 Long Range Plan as presented. So voted.

LIBRARY POLICIES REVIEW: Travis Baker, the 9-year-old whose letter inspired last month's vote to drop the charge for Apple Computer use, was photographed for The News last night.

In light of recent controversies regarding lending to minors, the Board read and reviewed "Freedom to Read, See and Hear" on page 3 of our Materials Selection Policy (Section 2, Library Policy & Procedures Manual.) Mills said "We are the custodians of free speech, making materials available electronically or otherwise." All agreed that this policy should stand as written.

CUSTODIAL HELP: Herb Cassell's latest helper is Y.O.U., Inc./GED (young dropouts working toward High School Equivalency) worker Christopher Olson. Southbridge High has a similar new dropout prevention program; the student works part of the day working, part in class. Our first SHS worker, George Martinez, had an uneven start. Alternative Sentencing "volunteer" Diana Rosario started 10/3 but only worked a couple of days.

MUSEUM PASSES/POLICIES: Carole M. Steen of Maple St. wrote requesting Board dismissal of a \$5.00 fine for the Saturday pass to New England Science Center. The patron searched repeatedly for the lost pass, called the museum to arrange for replacement, then phoned Williams. Steen's position was that this fulfilled her responsibility. Williams insisted that only return of a borrowed item, or payment of the fine, fulfills one's "contract" with the library.

The Board reviewed their policy statement on museum passes, adopted in 1988. They endorsed the action taken by the library staff in assessing a \$5.00 fine per that policy, and also appreciated the patron's efforts to rectify the problem.

Discussion revealed that the videocassette display has posted policy statements about the \$5.00/day fine. It was moved, seconded and voted to add a provision to our policy that "A notice outlining the loan period, overdue fines and replacement charges provisions of this policy shall be distributed to each patron who charges out a museum pass."

The Board asked Williams to write and thank Steen for bringing to their attention this opportunity to improve our policy and to applaud her efforts, in recognition of which the Trustees voted unanimously to dismiss the \$5.00 fine.

CORRESPONDENCE: An Americans With Disabilities Act information file arrived today from the Kansas State Libraries, with imprints of the Chief Officers State Library Agencies and the Department of Justice, but with no cover letter. It includes reprints from the Federal Register and pamphlets for ADA compliance by businesses and institutions. This will be kept downstairs.

MBLC wrote Mills that they would like to send a representative to one of our meetings. He responded with a phone call and learned they are seeking "outreach" to libraries throughout the state. Lenti suggested January, after the holidays, and Mills will suggest that month.

MBLC sent Williams State Regulation 605 CMR 4.02, "Nonresident Circulation Offset for Public Libraries," (we received \$2,761 this year), and "State Aid to Public Library" forms to apply for Library Incentive Grants and Municipal Equalization Grants, due at MBLC November 14.

REPORT OF THE LIBRARY DIRECTOR: The Town's Department of Public Works has been a great help with storm windows, winterizing, and yard work.

Janet Hanlan's appointment as a Page, pending a successful physical exam, has been approved by Town Manager in spite of her frustration with the turnover rate of Pages.

Williams spoke on "The Library - what's in it for you" to the YMCA Managers' Group in September, repeated the presentation the next day at Rotary, and is invited to do same next month for Professional Secretaries International.

ADJOURNMENT: Next meeting: Tuesday, November 15, 1994, at Noon at the Library. Lenti moved to adjourn. Travinski seconded. Meeting adjourned at 1:00 P.M.

Respectfully submitted,
Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
NOVEMBER 29, 1994

Call to order: 12:00 Noon.

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

CHAIRMAN'S REPORT: Mills welcomed all to this meeting which was postponed from November 15 because we were not able to have a quorum if we held the meeting on that date.

Mills and Dacoles meet recently with Debra Pierce and Joe McCort, Vice President of Investments for Fleet Bank, who reviewed our investments and recommended keeping Trust funds invested in U.S. Treasuries.

SECRETARY'S REPORT: Lenti moved that the Minutes of the October 18, 1994 meeting be accepted as read. VanVooren seconded. So voted.*

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

BUILDING SUBCOMMITTEE: Our Letter of Intent, to apply for the Massachusetts Public Library Construction grant program, was sent on October 25 to the Massachusetts Board of Library Commissioners, along with our Long Range Plan and FY96 Action Plan as approved at last month's meeting. Mills and Williams met with Charlene Gravel of the Town's Office of Planning and Community Development on November 16, and again on the 28th. She will draw up the RFP (Request for Proposal) for our feasibility study with schematics, and will attend an MBLC Grant Writing Workshop with Williams on December 2.

Mills explained that if we confirm Gravel's proposed RFP language today, we can use a timetable that will see the RFP published on 12/14 and 12/21. Then Williams will give an architects tour on 12/22 and we can have the bid opening on Thursday 12/29. We can send informational materials to any recommended architects beginning the day of first publication of the RFP. Proposals will be in two parts, each sealed, such that the technical merits of all will be compared first, before price parts are open, to avoid monetary considerations completely determination this important selection process.

Lenti voiced concern that the Board of Library Trustees be ever in the position to assure any such decisions will be made in the context of the overall needs of the library. Lenti moved and VanVooren seconded that as we bring in special members to help in our planning, that we continue to designate this group as the Building Subcommittee, working under the authority of the Trustees. Everyone agreed with this concept.

Gaine and Lenti will serve as Co-Chairs, and other members will include Mills, Williams, Town Manager Chandler, DPW Director Clarke and School Librarian Peggy DeAngelis.

MUSEUM PASSES/POLICIES: Williams referred the Trustees to Section 4 of their Library Policy & Procedures Manual to see the revised policy statement on museum passes, as voted last month, including a provision that "A notice outlining the loan period, overdue fines and replacement charges provisions of this policy shall be distributed to each patron who charges out a museum pass." Williams wrote to thank Carole M. Steen of Maple St. for bringing to their attention this opportunity to improve our policy and to applaud her efforts to recover a lost pass, in recognition of which the Trustees had voted unanimously to dismiss her \$5.00 fine.

CORRESPONDENCE: Our 1994 Long Range Plan including our FY96 Action Plan were approved by the Massachusetts Board of Library Commissioners in their November 3 letter acknowledging receipt of our Letter of Intent. Copies are in each Trustees Library Policy & Procedures Manual binder.

Timothy P. Hart of Sudbury wrote to thank us for helping him to get information for a clipping file from many recent issues of The Southbridge News. Williams had allowed him to take a number of issues out at closing time on a Saturday so long as they would be returned on Monday morning. This allowed the patron to save large photocopying expenses.

The Massachusetts Lottery Commission is soliciting season ticket sales by offering corporate discounts to employers, including the library!

SCHOOL HALF DAYS: Williams reported that when there is a half-day of school it creates havoc, congestion and inappropriate behavior in the library. He distributed copies of a policy statement developed by the Shrewsbury Public Library to deal with this problem. They require presentation of a library card and signing in and out by all unattended children on half days.

The Trustees urged more positive measures. Lenti suggested talking with the School Superintendent, and someone suggested asking the Friends to come in and help on such days. Travinski suggested we set up computer training or some other form of program, something pro-active. We could use the program rooms and offer treats with every book checked out.

REPORT OF THE LIBRARY DIRECTOR: The MBLC's approval of our 1994 Long Range Plan & FY96 Action Plan was most rewarding. This allows our grant to move on to the next step, and also it was a lot of work to prepare it, and would be very frustrating to have to rewrite it.

Our "State Aid to Public Libraries" application forms, which were formerly called the "LIG/MEG" (Library Incentive Grant/Municipal Equalization Grant) forms, were sent to MBLC on October 25. Mills had to sign the new improved forms in 9 different places, but this year we will not be pro-rated so we should receive \$22,779 compared to last year's \$15,722. This is because we meet all of the minimum criteria for a Town of our population: Number of hours open (50) Librarian's qualification (MS in LS) and percentage of total expenditures used to purchase books and materials (15%).

Williams spoke on Webster radio station WGFP, AM 940, for 45 minutes this morning, from 9:15 to 10:00 am - and didn't run out of good things to say about the library!

ADJOURNMENT: Next meeting: Tuesday, December 20, 1994, at Noon at the Library. Lenti moved to adjourn. Travinski seconded. Meeting adjourned at 1:00 P.M.

Respectfully submitted,
Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
DECEMBER 20, 1994

Call to order: 12:00 Noon

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

SECRETARY'S REPORT: VanVooren moved and Lenti seconded to accept the minutes of the November 29, 1994 meeting as presented. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. A reimbursement was received from the Southbridge Cultural Council (formerly Arts Lottery Council) for payment by the Trustees to an entertainer. These usually want to be paid on the day of their performance, and the Cultural Council will only pay after the fact. The Gift Account received \$800 from Cabot Safety for Children's Room programming, and \$300 from Mr. David B. Cotton to purchase books in memory of his daughter, Helen Cotton Coderre.

BUILDING SUBCOMMITTEE: Williams reported that our RFP (Request for Proposals) appeared in the December 14 issue of the Central Register and is scheduled for tomorrow's issue. Many phone calls have been received here and at Town Hall. The walk-through tour for architects, with Questions & Answers, will be this Thursday, December 22, at 10:00 AM. All Trustees are invited to participate. Proposals will be opened at the Town Manager's office in Town Hall on Thursday, December 29, at 2:00 PM.

Lenti said he plans to attend the walk-through this Thursday, and that a potential pitfall is that any question we answer for one architect must then be conveyed to all the architects. Travinski suggested that we limit questions, and consider recording the tour, possibly on audiocassette, to pass along to the others.

Williams asked if during the tour he should display the blueprints and other plans in the map case in the Ammidown Room. Would doing so necessitate reproducing at least some of them and sending them to the other firms? It was suggested that he ask Hamer Clarke if it is practical to have copies made of any of the plans that could then be offered to the architects at cost. Williams will discuss this with Clarke.

EVALUATION OF LIBRARY DIRECTOR: Williams distributed the list of "Goals for 1994 for Library Director Evaluation" compiled in January, and reviewed each of the eight items with the Trustees.

Three of the items have been successfully completed: 1) Develop realistic FY95 budget that meets state requirements 2) Streamline bookkeeping records on new computer system 6) Complete spot repairs/safety improvements

Three items are "in the works" with other agencies and funding setting the pace: 4) With Board, develop plans for handicapped access while preserving architectural character 7) Develop access for public to computer catalog 8) Plan for new technology impact

The remaining two items require more work, and Williams asked for input from the Trustees to help him better succeed in these: 3) Employee evaluations for each staff on anniversary - not done, and seen as a real challenge. Dacoles offered a simple method; at AO employee gives supervisor their own self evaluation three weeks before evaluation; then a meeting is set up to review this, compare perceptions and set goals for coming year. Williams will develop such a system for library staff. 5) Improve communications with Friends of JEL - difficult to make tangible improvements, suggestions requested. Mills said the Trustees could offer support for sending FOJEL representative to Mass. Friends of Libraries meetings. Morrill suggested inviting the FOJEL president to a Trustees meeting. Dacoles thought we should hold a "Friends Day" for recognition, and Travinski suggested some intergenerational event, or Family Function.

SCHOOL HALF DAYS: Last month we discussed some problems caused by a town full of "instant latch key children" on half days. We agreed to seek a proactive approach to make this a positive event. The negative was highlighted when our fire alarm was set off last Thursday, December 15. We had to evacuate the building while Williams and firefighters searched from the attic to the boiler room for signs of a fire,

and then it was discovered that a false alarm had been pulled. Williams spoke with the Police Chief, who said there are widespread problems all over town on half days. The staff has suggested film programs as an inexpensive and proactive option. It was suggested by the Board that the Friends be approached for help with such programming, and the Optimists Club, for which Williams was referred to Mrs. Laviguer.

CORRESPONDENCE: Fleet Investment Services sent formal confirmation of Mr. Lawrence Gaine to replace Mr. Michael Bousquet as a Trustee of the Library.

Just this morning Williams received by fax an agenda for a meeting at the Joshua Hyde Library in Sturbridge to explore a possible library exhibit to be developed with the Sturbridge Veterinary Hospital. This might lead to a traveling exhibit, to spend time in each library and possibly in school libraries, to teach awareness of "Our Earthly Neighbors." Veterinarian Dr. Maketansky is working with Larry Morrison to develop this project, and tomorrow's meeting will be exploratory only.

TRUSTEES' MEETINGS 1995: Williams presented a letter to the Town Clerk listing meeting dates on the third Tuesday of each month except July and August, which he will deliver if this schedule is voted today. The schedule was voted, to meet on the following Tuesdays: January 17, February 21, March 21, April 18, May 16, June 20, September 19, October 17, November 21 and December 19, 1995.

FY1996 BUDGET: The Town Manager held a preliminary budget meeting with Department Heads yesterday, and set a deadline of January 15, 1995, for initial budget proposals. She suggests there will be no major increases this year, but that it is okay to ask. Capital item requests will be entertained this year, and we should submit an updated 5-year Capital Improvement Plan. The MacKinnon Center's Summer Youth Employment Program will resist the use of its workers for custodial work, so Williams plans to seek restoration of funding for a paid Custodian to our proposal.

REPORT OF THE LIBRARY DIRECTOR: Janet Jenkins has been approved by the Town Manager to be hired as our newest Library Page, and will begin right after the holidays. Because she is available during school hours, we will have improved circulation desk coverage.

The new computer was installed in the Librarian's Office this morning. Williams attended a Central Region workshop on computers on December 1. He also attended an MBLC Grants workshop with Charlene Gravel of OPCD on December, to better enable us to apply for the construction grant.

Library Borrowers' Card prices are escalating tremendously. An order of 1,000 cards that cost \$190 last year has just been quoted at \$850. Williams is seeking better alternatives, even if this means not getting our cards through C/W MARS.

Staff have been "backed up" due to illnesses and vacations, which increase the hours each of us spends at the circulation desks. This slows down the processing of books, and has led to several patrons asking when new books, which they had been told were "in processing," would be available.

Williams spoke about new best selling books on WESO radio last Thursday, and sent out a press release via fax about the "described videocassettes" donated by the Lioness Club.

ADJOURNMENT: Next meeting, Tuesday, January 17, 1995, at Noon at the Library. Lenti moved and Dacoles seconded to adjourn. Meeting adjourned at 12:58 PM.

Respectfully submitted,
Harry R. Williams, Clerk