

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JANUARY 17, 1995

Call to order: 12:00 Noon

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

SECRETARY'S REPORT: Lenti moved and Morrill seconded to accept the minutes of the December 20, 1994 meeting as presented. So voted.

TREASURER'S REPORT: The Treasurer was unable to attend. No report.

BUILDING SUBCOMMITTEE: Lenti, Morrill, Chandler, Clarke and Gravel joined Williams for the architects' walk-through tour on Dec. 22. The Building Subcommittee met on Dec. 28 to schedule meetings for selection. Gaine described the enthusiasm and excitement when, after each committee member had plodded through all the written proposals, four finalists were selected from ten proposals on Jan 4, and scheduled to be interviewed on Jan 10. When the finalists were interviewed, the committee quickly made their decision, based largely on the time frame and knowledge of Massachusetts Historical practice of McGinley Hart & Associates, who were chosen to do the feasibility study. Chandler contacted them on the 11th to negotiate their fee, and personally delivered floor plans to them.

Lenti reported that 3 members of the McGinley Hart & Associates team romped all over the library with him and Williams, from 9:15 to 4:15 on Monday, Jan 16, with the only disappointment so far being their discovery that the barrel vault ceiling was torn out during the 1966 renovations.

Williams reported that the architects want the building committee to meet among themselves to review the Building Program and Long Range Plan, and then to meet with the architects next week to review our priorities. It was agreed to meet this Friday, Jan 20, at 3:00pm, and then next Tuesday, Jan 24 at 3:00. Mills will notify the rest of the Trustees of these meetings, and Williams will contact the committee members who are not Trustees. Each Trustee who was present took the copy of the Long Range Plan from their copy of the red Policy & Procedures Manual, and Williams distributed copies of the Building Program.

Gaine said that all four finalist architects had discussed the limitations imposed by our stacks and our rest rooms, and each said that this project should be seen as a beginning, and not as the end of all our building concerns.

FY1996 BUDGET: Williams did not meet the Town Manager's preliminary budget deadline of January 15, 1995, for initial FY96 budget proposals. He will submit it as soon as possible. His request will include a custodian. His Capital item requests will include new telephones.

VETERINARY DISPLAY: Williams met with Sturbridge Librarian Chesebrough, Larry Morrison and veterinarian "Doctor Mac" Maketansky on Dec. 21. This is still in the study stage

SCHOOL HALF DAYS: Morrill asked if last month's discussion of the problems caused by the school half days had led to any meetings with the Police Chief. Williams said this has not taken place. It was suggested that we invite Chief Stevens to a future Trustees' meeting. It was also suggested that Friends of the Library President Janet Jenkins also be invited to a meeting. Lenti remarked that he likes the idea of inviting guests to our meetings.

CORRESPONDENCE: Williams received an announcement from the MBLC (Massachusetts Board of Library Commissioners) that they are holding a Town Meeting on the LSCA (Library Services & Construction Act) Long Range Program 1991-1996 on Wednesday, February 22, at the Franklin Public Library.

Mills received a notification from the MBLC of the following State Aid to Public Libraries grants awards: FY95 Library Incentive Grant (LIG) \$8,325.50; FY95 Municipal Equalization Grant (MEG) \$10,772.31; FY95 Non-Resident Circulation Offset \$3,626.21; for a total of \$22,724.02.

Linda F. Matson, recently of Oklahoma, sent a beautiful resume in case a professional librarian position becomes available. Williams noted that it includes her Internet "address" number.

REPORT OF THE LIBRARY DIRECTOR: The Town of Southbridge has passed raises of about 2% for non-union employees, effective 7/1/94 and 1/1/95. This will benefit all library workers except Pages.

Williams spoke on WESO last week, on Friday the 13th, using the Reference resources we have available to learn about superstitions as an example of the breadth - and fun - of our collection.

Williams participated as community representative at a January 12 meeting of the Southbridge School System's Technology Committee. This should prove a valuable form of networking.

ADJOURNMENT: Next meeting, Tuesday, February 21, 1995, at Noon at the Library. Morrill moved and Lenti seconded to adjourn. Meeting adjourned at 12:53 PM.

Respectfully submitted,
Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
FEBRUARY 21, 1995

Call to order: 12:03 Noon

ATTENDANCE: Mills, Dacoles, Gaine, Morrill, VanVooren, and Williams, and reporter Daniel Boucher of the News of Southbridge.

CHAIRMAN: Mills introduced the Trustees to reporter Boucher, and welcomed him to the meeting.

SECRETARY'S REPORT: Morrill moved and Gaine seconded to accept the minutes of the January 17, 1995 meeting as presented. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Last month \$8,500 was turned over to the Town of Southbridge, and several hundred dollars were spent for art supplies and a puppet show for the Children's Room. Some of this will be reimbursed by the Cultural Council.

BUILDING SUBCOMMITTEE: Gaine reported briefly on the developments of the last month, which led to changing from a \$500,000 to a \$900,000 grant proposal. The smaller figure would provide little more than an accessible library. MBLC Building Consultant Patience Jackson strongly recommended a project to create "a complete library." Based on her recommendations, the architects developed a proposal for about 1.1 million, which the Building Subcommittee amended to \$900,000 at a meeting last Friday 2/17.

At that meeting the Town Manager said she would "finance" the \$220,000 needed to generate that figure, at \$55,000/year for 4 years, with no additional taxes or override. In return, Gaine, Lenti, Morrill and Williams agreed that the Trustees would do all they can in the way of fund raising to help minimize the Town's share of this "extra" money. We will need to be ready with our responses when Mrs. Chaidler presents her proposal to the Education & Human Services Subcommittee of the Town Council on 2/23 or on 2/27, and to the full council on 2/27.

Williams drew on the blackboard a crude schematic of "Option G," as selected among Options A - G by the building subcommittee on 2/14.

Mills discussed possible fund raising options. Friends president Janet Jenkins was unable to join us today, but will come to the March meeting. She agrees to the establishment of a fund raising committee to be set up to help generate support. We can appeal to Rotary, Lions, etc., to sponsor specific fund raising events, and apply to the Wells Foundation in the fall. At Friday's meeting the question was raised, "Is there a way to 'access' any of the principal of the Trusts, possibly like a reverse mortgage?" Williams set up a conference call meeting with Joseph McCourt of Fleet Investment Services, who manage our trusts, to discuss that question during this meeting.

The meeting moved to Williams' office to place the call. Mills outlined the situation to McCourt, including the suggestion of "accessing capital." He asked if there was any precedent to this in the Trusts' involvement in the 1966 addition to the library. McCourt was not sure, but will get back to us. He said, "I can research that. Investment is my forte. I will have our in-house legal experts research the indenture rights of the Trust, and get back to you." Williams asked for a time frame, and McCourt promised at least a preliminary answer by day's end.

FY1996 BUDGET: Williams met with the Town Manager on February 3. She added to Williams' proposed book budget increase, suggested some line items be combined, and in light of a 400% increase suggested replacing plastic borrowers cards with cardboard ones. Williams was interested in the Trustees' reaction to this. Whichever we use, we attach labels to them with machine-readable "OCR" numbers for the computer. It was suggested to see if a local company, possibly Southbridge Savings Bank, who sponsor our card holders, wants to pick up the cost of the plastic cards.

SCHOOL HALF DAYS: The latest one, Wednesday 2/15, saw books thrown in piles on floor in 7 of the 8 aisles at the top level of stacks, where our fire extinguisher was recently stolen. Morrill reported seeing about 30 teenagers going into the stacks, obviously not to study. Williams reported a staff suggestion to make the library "closed stacks" on half-days. Williams was asked to write to School Supt. Austin to describe the situation, as well as to see if Safety Officer Westwall of the SPD might help. Mills and Morrill offered to speak to the Police Chief on behalf of Williams.

CORRESPONDENCE: Williams received a Thank You letter from Dudley District Court Probation Officer Maria R. Joseph, for his letter and time sheet for Glenn Normandin's community service. We have utilized many "Alternative Sentencing" workers, in fact two are working today, but this is our first thanks.

Mills received a letter from the Fleet Investor Services, for the reappointment of Trustees Dacoles, Gaine, Morrill and VanVooren. This will be signed and returned.

Mills gave Williams a schedule of Spring Workshops offered by the Central Mass. Regional Library System. Williams reported he and Lenti have applied to attend an all-day fund-raising workshop at the Monson Public Library on March 16.

VanVooren sent a lovely card thanking the Trustees for sending orchids during her recuperation.

REPORT OF THE LIBRARY DIRECTOR: The Town Manager told Williams there is no need for Trustees to sign payment vouchers for bills to be paid from town monies. They are, of course, in charge of all expenditures from Trust account and gift account monies.

Williams will meet with Grace Kirk and Pam Peasely of the Arts Center on March 7, to discuss cooperative programs we can sponsor together.

Williams and Children's Librarian White read at Trinity Academy on their Reading Day, Feb. 3.

ADJOURNMENT: Next meeting, Tuesday, March 21, 1995, at Noon at the Library. Morrill moved and Dacoles seconded to adjourn. Meeting adjourned at 1:02 PM.

Respectfully submitted,
Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MARCH 21, 1995

Call to order: 12:00 Noon

ATTENDANCE: Mills, Lenti, Morrill, VanVooren, and Williams, and Janet Jenkins, President of the Friends of Jacob Edwards Library.

CHAIRMAN: Mills welcomed FOJEL President Jenkins to the meeting.

SECRETARY'S REPORT: Morrill moved and Gaine seconded to accept the minutes of the February 21, 1995 meeting as presented. So voted.

TREASURER'S REPORT: Dacoles had expected to be in attendance, so no report was available.

BUILDING SUBCOMMITTEE: Lenti reported that 128 Letters of Intent led to 71 final applications to the Massachusetts Board of Library Commissioners for total grant requests of \$61,000,000. The MBLC plans to award \$25,000,000 in this first grant round, so the process is very competitive. The second round will probably not happen for several years.

Our chances seem better than those of Towns who do not have a solid commitment of funding for the local portion of their project costs. Oxford, for instance, is seeking to triple the size of the library and is asking for about a million dollars of state funds, but they have not yet had a Town Meeting vote of local funds. Our request of \$454,545 to the state is backed by the Town Council vote of \$345,000 of municipal funds and the Trustees' commitment of \$125,000.

Williams told of his ride to Boston on 3/2/95 to hand deliver our application to the MBLC. SPD Officer Cynthia Iwanski drove him -- another sign of "municipal support" for our project. Thank you letters were sent to Building Subcommittee members, and support-seeking letters sent to our legislators. Morrill asked if our architect, Paul McGinley, can help "push along" our project. The Town Manager and OPCD Director are "wrapping up" with McGinley, Hart, making sure that our submission was complete and that full sized drawings of our proposal were delivered to MBLC.

FUND RAISING AND FOJEL: Lenti and Williams attended fundraising workshop in Monson, 3/16. Lenti reported on Monson's success at raising much more local donations -- about a million dollars -- than had been anticipated by their professional fund raising consultant.

FOJEL President Jenkins reported that without 501(c)3 status from the IRS, the organization does not offer tax deductibility for gifts over \$250. Mills asked Williams to explore the issues surrounding the logistics of giving. The Town Manager, Treasurer, or head of OPCD may be able to advise us on how to enable people to deduct large gifts to our project. This might be through the Town or by other means.

Jenkins said most FOJEL members are happy to make an annual membership donation, but few seem willing to attend meetings. Donated funds have been used to hire entertainers for Childrens programs as well as to buy special materials. Lenti suggested we use the time between now and July, when the state grant awards are announced, to do background work for fund raising.

WATER BUDGET DEPLETION: When Williams met with the Town Manager to review our FY96 Budget Proposal, they realized the extent of our increased water usage in recent years. The Manager asked Hamer Clarke to arrange for checking our plumbing to detect leaks. Gil Provost of DPW has updated the hardware in most of our restrooms, so we should see a return to lower usage. Meanwhile, our account to pay our water bills does not have sufficient funds to pay our most recent bill -- and we expect another this year. Williams will submit a transfer to move money out of another account to cover this expense.

SCHOOL HALF DAYS: The latest one, Thursday, March 16, was the quietest ever, thanks to the effort of Mills and Morrill in speaking to Police Chief Stevens after last month's meeting. Williams had written to

request the cooperation of School Superintendent Austin and the Principals to notify the students that bad behavior will not be tolerated. Special patrolling was done by Safety Officer Westwall; Trustee Morrill; and Green Thumb worker Herb Cassell. Also, there seemed to be more adult patrons in attendance than on some other half days. Williams was most pleased with the good report because this was the day he and Lenti were away at the fundraising workshop in Monson.

SCHOOL TECHNOLOGY COMMITTEE: Williams is a Community Representative on this Southbridge School System committee, which is seeking to develop a Bulletin Board System linking the schools, the Casaubon Center, police headquarters and the library? A Boston Gas grant will match local gifts or in-kind donations for this project. They asked if the Trustees could pledge \$2,100 to purchase a computer with a modem to access this Bulletin Board. This would be in addition to the FOJEL pledge to buy one or two computers for the library. Williams had explained to the Committee that the Trustees have pledged to support, and do fund raising for, our building renovation, but agreed to bring the request to the Trustees. Morrill moved and Lenti seconded to table this request, since FOJEL has already taken the lead. Tabled.

SUMMER READING CLUB: Children's Librarian Mary White requests \$500, same as last year, to pay program expenses not covered by our municipal budget. Lenti moved and Morrill seconded to do so, and this passed unanimously.

SUMMER YOUTH EMPLOYMENT: Morrill heard a rumor that the Summer Youth Employment and Training Program might not be operated this summer. Williams said this would be a great disappointment as we need extra help so we can do major weeding before moving and/or storing parts of the collection as we prepare for our renovation. Williams will inquire of the MacKinnon Center on the fate of the program.

CORRESPONDENCE: Mills received a letter from the Board of Library Commissioners that their prior letter announcing our nonresident circulation offset payments had incorrect figures. A corrected letter will be forthcoming.

Mills received a schedule of workshops at the Massachusetts Library Association conference at Sturbridge April 30 -- May 2.

State Senator Louis Bertonazzi sent copies of his letter of support to the MBLC, for our construction grant proposal, to the library for Mills, Lenti and Gaine.

Williams wrote to the YMCA Community Management Club, who offered to donate \$1,000 after he spoke to them last fall, to earmark this as a "Challenge Donation" for the building project, along with similar gifts from the Lions' and Rotary clubs.

REPORT OF THE LIBRARY DIRECTOR: The extensive preparations for the March 16 half day followed multiple incidents of violence Tuesday, March 7, including young people hitting each other and domestic assault inside the library. Mills suggested Williams arrange a Police Officer meet with the staff to explain what to expect from the public, and how to respond, so we can be better prepared. Also, we will arrange for an emergency buzzer or other signal direct to the Police Department, such as the banks have.

Williams met with Grace Kirk and Pam Peasely of the Arts Center. At this point we are not being asked to host programs, but we will gladly publicize their offerings on our bulletin boards.

Williams may set up a library display at the YMCA Healthy Kids Day on April 1st.

ADJOURNMENT: Next meeting, Tuesday, April 18, 1995, at Noon at the Library. Morrill moved and Lenti seconded to adjourn. Meeting adjourned at 12:59 PM.

Respectfully submitted,
Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
APRIL 18, 1995

Call to order: 12:00 Noon

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

CHAIRMAN: Mills welcomed all, and urged "Get your tickets early" for the Barbershop Quartet concert co-sponsored by the library at the Arts Center, April 30.

SECRETARY'S REPORT: Dacoles moved and Gaine seconded to accept the minutes of the March 21, 1995 meeting as presented. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. A Wells Grant of \$3,000 was received, as well as a gift of \$200 from David Cotton.

BUILDING SUBCOMMITTEE: Gaine reported that the Southbridge Lions Club had voted \$1,000 contingent on our receiving the state Construction grant. Mills added that the Rotary Club had also voted \$1,000 for the project. Lenti would like to speak to Mr. Beckett of American Optical and others in the community who might help us line up additional sources of funding, as well as our local and federal legislators. Travinski said the Tri-Valley Elder Services is a member of Associated Grantmakers with \$350 per year membership fee. This summer they will go on-line, providing information on potential funding.

Lenti reported that the Massachusetts Board of Library Commissioners are waiting until Mid-July to announce the awards. By then they will know the results of Town Meeting votes for the local share of funding in all the applicant communities. Travinski pointed out that the Fleet/Shawmut bank merger will probably create a source for donations of good used furniture and furnishings. Our renovation will call for such equipment, and the grant will not cover it all. Williams will make a wish list and contact Fleet to see if we can be on their list of possible recipients.

SUMMER YOUTH EMPLOYMENT: Williams inquired of the MacKinnon Center on the future of the program. It may be at risk for summer 1996, but we are putting in our request for four workers for this summer, as it is going to be funded.

STURBRIDGE/CHARLTON TRUSTEES: It is Sturbridge's turn to host, and a tentative date of Tuesday May 9th has been suggested by Joshua Hyde director Ellie Chesebrough, who recommends a "program" of discussion of non-resident lending policies. Several nearby towns have been decertified by the MBLC, and this may impact each of our libraries. The proposed date would be a problem for several of our Trustees, so Williams will see if it can be pushed back a week to May 16th.

FRIENDS OF JACOB EDWARDS LIBRARY: Mills received a copy of the Massachusetts Library Association Annual Conference brochure. It will be held at the Sturbridge Host with a pre-conference meeting of MFOL, the Massachusetts Friends of Libraries, on Sunday April 30th. Williams will see if any FOJEL members are attending.

READING ROOM GRANT: Charlene Gravel of the Town's Office of Planning and Community Development requests a letter of support from the Trustees to the Town Manager, for the Massachusetts Historical Commission grant to renew the barrel vault ceiling in the main reading room.

Mills said that as Chair of the Southbridge Historical Commission, he has written such a letter of support. Williams drafted a letter to be signed today, if acceptable. It said in part, the "...Trustees... hope that the Massachusetts Preservations Projects Fund will approve funding...worthy project... opportune time... renovating the library for access, security and improved space utilization... will be somewhat disruptive... a natural time to perform any other "disruptive" work... We have done a fine job of preserving

the ... exterior... Now it is time to restore the same standard to its interior. We are in full support of this grant application..."

Copies of the letter had been distributed with the meeting agenda, so each Trustee could read it and see if it represented their intentions. VanVooren moved, and Dacoles seconded, to sign and send the letter as presented. This was unanimous.

CORRESPONDENCE: Williams received a copy of a letter to Paul McGinley, notifying approval by the Massachusetts Historical Commission for our renovation project. This approval had to be applied for as part of our construction grant. McGinley has returned the original copies of our library plans.

REPORT OF THE LIBRARY DIRECTOR: Williams has requested, and Hamer Clarke has promised, inspection of our air filters after 3 of 5 full time workers reported respiratory problems their Doctors called allergic. Travinski described efforts at her agency to deal with air quality, including spraying Lysol once in a while and changing air filters regularly. Carpeted floors are much more challenging than hard floors.

Williams also forwarded to Clarke a request by a Wardwell Court neighbor to attend to the old retaining wall at the east end of the large public Foster St. parking lot, which seems to be deteriorating. Morrill suggested that traffic-flow arrows, as well as parking spaces, be painted.

Samples of our new cardboard borrowers cards were distributed. They cost about one tenth of the price of plastic cards. Williams will explore the cost of a laminating machine, if we are unable to get one donated by Fleet/Shawmut Bank.

A group of Rotary Club Group Service Exchange visitors from South Africa will tour the library on May 3rd. Mills described the group and their itinerary. Travinski and the Town Manager will attend the Rotary luncheon meeting, then take the group to Town Hall for a tour and a description of municipal government. Then Williams will bring them to tour the library, and to learn about Literacy Volunteers.

Massachusetts Library Association's Library Legislative Day will be at the State House in Boston on Wednesday, May 10th. Williams would be glad to bring any interested Trustee.

Williams will read at Wells Jr. High, and Morrill will read to Third Graders, as part of "Reach Out" day, May 12th.

ANNOUNCEMENT: Next meeting, Tuesday, May 16, 1995, at Noon at the Library. Gaine moved and seconded to adjourn. Meeting adjourned at 12:45 PM.

Submitted,
Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MAY 16, 1995

Call to order: 12:00 Noon

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

CHAIRMAN: Mills asked Williams to share his personal situation with the Trustees. Williams is one of three "finalists" for the position of Library Director at the Marshfield Public Library. He shared his mixed feelings of ambition, gratitude and admiration for the Trustees, staff and people of Southbridge. Mills commented that part of the Board's role is to develop librarians for the benefit of the profession as a whole.

SECRETARY'S REPORT: It was noted that the minutes contained the then-current date for the event with Sturbridge and Charlton, which was changed after the meeting. Dacoles moved and VanVooren seconded to accept the minutes of the April 18, 1995 meeting as presented. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Expenditures last month included Rotary expenses, books, and a Children's Room entertainer whose pre-paid (by the Trustees) performance will be reimbursed by the Southbridge Cultural (formerly Arts Lottery) Council.

BUILDING SUBCOMMITTEE: The Massachusetts Board of Library Commissioners are holding their July 13 meeting at the Framingham Public Library. They will review recommendations, and then vote on the Library Construction Grant awards. Lenti suggested that several of us may wish to attend.

FY96 BUDGET: Lenti and Williams attended our budget hearing with the Education & Human Services subcommittee of the Town Council on May 3. The Town Manager's proposal of \$243,508 passed unanimously and will be considered by the Full Council on Monday, May 22.

STURBRIDGE/CHARLTON TRUSTEES: Sturbridge's Joshua Hyde Library Director Ellie Chesebrough has changed the date to Tuesday, May 23rd, at 7:30 P.M. Under "New Business" we will discuss non-resident lending policies. Several nearby towns have been decertified by the MBLC, and this has already impacted Sturbridge.

PUBLIC ACCESS CATALOG: An IBM compatible PC, purchased in the CMRLS/ C/W MARS - PAC PROJECT is in the Reference Room. At the Trustees' September 20, 1994 meeting it was agreed to pay \$1,000 for first-year connection charge. C/W MARS' recently told Williams we will need to pay a \$3,000 "port" charge. Williams was sure the grant was to pay that cost, and the CMRLS computer consultant agrees. The two agencies are negotiating the details. When this is worked out, and we have wiring hooked up at both ends, we will be able to offer our patrons the use of the PAC within 2 - 3 weeks.

SUMMER YOUTH EMPLOYMENT and OTHER OLD BUSINESS: Williams applied to the MacKinnon Center to again participate with four SYEP workers this summer, but they have not yet replied. Williams has not yet been in touch with Fleet Bank to see about surplus furniture, and will give them a call. No action was taken on the issue of joining Associated Grantmakers. Mills described the success of the Rotary Club's recent Group Service Exchange hosting of some guests from South Africa.

AIR QUALITY: The Massachusetts Dept. of Labor and Industries, Div. of Occupational Hygiene wrote that "A Complaint file has been established with this division concerning indoor air quality at your place of business," specifying "Children's Library, in basement" as the affected area. The Town Manager and DPW/Engineer are helping Williams respond with forms, testing, etc. This complaint was filed on the same day we were discussing this issue at our last meeting, just 13 days after the problem was brought to Williams' attention. The Trustees voiced strong concern for the safety and welfare of the staff, along with

concern that they did not feel confident to "go through channels." Mills said that if it would help, he would be willing to meet with the staff to hear their concerns and express the Trustees' commitment to the staff.

CORRESPONDENCE: Mills received an announcement for some CMRLS Trustee workshop, but Williams will see if they will provide videos instead.

The FOJEL (Friends of Jacob Edwards Library) Annual Meeting will be this Monday, May 22, at 7:00 P.M. Williams will be at the Town Council meeting, but all are encouraged to attend FOJEL, and to think about persons who might be able to serve as officers in coming years.

The State Dept. of Transitional Assistance sent a report evaluating the initial "TEMP-UP" welfare employment program. Such programs involve a lot of headaches for the amount of work performed. The same is true for Alternative Sentencing "Volunteers." Williams prepared detailed written instructions for Daniel Dobson, who was to start working off 100 hours last night, but he was a "no-show."

The Central Regional Advisory Council of CMRLS has just sent Reciprocal Borrowing Guidelines that will help guide our discussions of policies (see below.)

Fleet Bank has confirmed the reappointment of Dacoles, Gaine, Morrill and VanVooren to another term as Trustees for the Edwards trusts.

OVERDUE FINE "LIMIT"/ OUT OF STATE BORROWERS: These are two areas we may wish to change, after our meeting with the other libraries next week. Our current policy states that "Maximum accumulation of fines at any given time will be no more than \$5.00." Some abuse this, come in and get credit for \$19.00 of fines for \$5.00 cash, then start all over again. Perhaps we should keep the \$1.00/book maximum, but eliminate total limit. Morrill suggested we limit the number of new books and of Regional Bookmobile books a patron can take at one time. Also, the MBLC reimbursement pays for in-state non-resident lending, \$3,640.45 this year, but not for Connecticut residents. Should we adopt a fee or deposit? Williams will seek Chesebrough's help to develop a chart of our respective policies, to guide discussion.

ADJOURNMENT: Next meeting, Tuesday, June 20, 1995, at Noon at the Library. Morrill moved and VanVooren seconded to adjourn. Meeting adjourned at 12:45 PM.

Respectfully submitted,
Harry R. Williams, Clerk