

**TRUSTEES OF THE JACOB EDWARDS LIBRARY**  
**MEETING MINUTES**  
**JANUARY 23, 1996**

Call to order: 4:00 PM.

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

CHAIRMAN'S REPORT: Mills reminded everyone that this meeting was re-scheduled from the previously announced date of January 16, to avoid conflict with the Building Committee's designer selection meetings with architects.

SECRETARY'S REPORT: Gaine moved and Dacoles seconded to accept the minutes of the December 19, 1995 meeting as presented. So voted.

TREASURER'S REPORT: Dacoles reported on funds held locally. A semi-annual contribution of \$8,500 was paid to the Town.

BUILDING SUBCOMMITTEE: Gaine reviewed recent activities of the Building Committee, who interviewed 4 firms and selected Stahl Associates of Boston, whose Richard Smith gave a low-key and very professional presentation. He had met with Patience Jackson, reviewed our Round One proposal and prepared some preliminary sketches. Gaine informed Stahl they are our first choice. The Town Manager will negotiate a contract, we hope this week, so they can meet us before Williams departs for Florida.

Mills commented that Florence Chandler has been a big help in this process. Lenti spoke of the plans for the Chamber of Commerce "Business After Hours" event at Mario's Restaurant on February 6, at which the architect will make a presentation about our project. We can use this as an opportunity to find candidates for our business "focus group" to gather input for our planning, as well as allies for future fundraising. It was suggested that we invite our Town Councilors to attend as our guests. Travinski recommended we explain the time requirements of, and need for, focus groups, and that brochures be distributed to show how we currently serve the business community.

BUDGET FY97: Williams' proposal to the Town Manager was for \$283,834, an increase of \$32,786. This includes requests for a custodian and two circulation staff at 20 hours/week each.

POLICY - EVACUATION: A proposed new policy was attached to the agenda, based on Williams' meetings with Lt. Mathieu of the Southbridge Fire Department. A question was raised about putting intercom speakers in Study Rooms A and B, but this was determined to be a separate issue. Mills said our new plans will have evacuation measures built into the design. Gaine moved and VanVooren seconded to adopt the policy as presented. So voted. This policy, and any others voted today, will be dated and then put into the Policies and Procedures manual.

POLICY - CD-ROM: A proposed revision to the existing policy was attached to each agenda. The current policy was marked by bookmark in each Trustee's copy of the Policies & Procedures manual. The changes mostly related to the new multi-media equipment's difference from the print-based "loaner" systems of the past. It was asked if we need to specify age limits. Williams said the original policy referred to the position of ALA against such restrictions. We can see

how this works without such restrictions. Travinski moved and Dacoles seconded to adopt the policy as presented. So voted.

**POLICY - APPLE COMPUTER:** A proposed revision to this was also attached to agendas. At the September, 1994, meeting we agreed to drop the charge for using the Apple, but the Policies & Procedures manual was not updated to reflect the change. The new policy would be consistent with the CD-ROM policy, as much as possible. Copies of these policies can be kept at service desks to give to patrons who sign up to use equipment. Lenti moved and VanVooren seconded to adopt the policy as presented. So voted.

**HOURS OF SERVICE:** Williams reported that new plaques listing library hours have been attached to our JEL signs by SignWright. It was suggested that future signs have larger print.

**PIOPPI CLOSET:** A volunteer has offered to install modular shelving in the closet, if the Trustees will pay about \$150 for the shelves. This will give Mrs. White a place to store Story Hour supplies, so we can comply with the Fire Inspector's order to move the materials out of the back hallway. Lenti moved and Dacoles seconded to pay for the shelving. So voted.

**CORRESPONDENCE:** The Massachusetts Board of Library Commissioners announced our "LIG/MEG" and Nonresident offset grants, which total \$22,181.

The MBLC also sent today preliminary Financial, Circulation and Personnel reports for FY95. These allow comparison with other libraries by size, region, etc. Final versions of these reports are due in spring. This is the first time they have been available so early in the fiscal year.

Massachusetts Electric sent a flyer on "The Southbridge Site," a former manufactured gas plant on nearby property. The land will be tested for contamination.

Inspector Mathieu and Chief LaPorte, of the Southbridge Fire Department, approve our proposed evacuation plan, the basis for the proposed policy (adopted as above.)

Williams learned from personal contacts that at the Mass. Municipal Association Annual meeting, Town Treasurer John LaFleche and the Town Manager visited the MBLC booth, to lobby on behalf of our grant and other efforts.

**REPORT OF THE LIBRARY DIRECTOR:** If we are still meeting, Williams will go upstairs to oversee our closing up at 5:00, then return to meeting, due to staff "shortage."

LaRochelle Electric set up scaffolding and repaired the lights in the hall by the Foster Street entrance today. We roped off all access points to the stairwell while the work was in progress, and gave access to the Children's Room via the central stairs in the stacks.

During a power outage last Friday, January 19, Mrs. White completed a Story Hour program by flashlight! We have had two snow closings so far, and probably should not have opened on Saturday, Jan. 13, when the DPW did not shovel us out until nearly noon.

Williams will be on vacation in Florida next week, January 28 - February 4. Mrs. Petrelli will be in charge.

**ADJOURNMENT:** Next meeting, Tuesday, February 20, 1996, at 4:00 PM, at the Library. Lenti moved and Dacoles seconded to adjourn. Meeting adjourned at 4:55 PM.

Respectfully submitted,  
Harry R. Williams, Clerk

**TRUSTEES OF THE JACOB EDWARDS LIBRARY**  
MEETING MINUTES  
FEBRUARY 20, 1996

Call to order: 4:00 PM.

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

SECRETARY'S REPORT: VanVooren moved and Dacoles seconded to accept the minutes of the January 23, 1996 meeting as presented. So voted.

TREASURER'S REPORT: Dacoles reported on funds held locally. \$525 in Gift Account money was used for art supplies for the Children's Room, and Large Print books.

BUILDING SUBCOMMITTEE: Lenti reviewed recent discussions with our architects, Stahl Associates of Boston, and their two plans that expanded on our Round One proposal. Both were laid out and evaluated for effectiveness. Plan A, mirroring the 1966 addition, proved to be more expensive and less efficient at meeting all our program needs. Plan B, with most new construction on the north, is much better. We cannot let the time go by, and we cannot be penny wise and pound foolish. We will have a six month window for fund raising if we are approved for the grant.

Lenti spoke of the success of the Chamber of Commerce "Business After Hours" event at Mario's Restaurant on February 6. The Chamber reports 127 people attended, including ten of our Town Councilors. This was a record for such events.

Morrill asked what should be our next step, and Lenti said the full Building Committee should meet with the architect. Lenti and Williams plan to meet with the architects and Patience Jackson of the Massachusetts Board of Library Commissioners at the Southborough Public Library on February 27, to review our plans and get feedback and suggestions.

BUDGET FY97: Williams' met with the Town Manager to review his proposal for \$283,834. She is level-funding most accounts. After discussing the cost of two circulation staff at 20 hours/week each, she decided that continuing to hire Pages is more cost effective. She will not approve our annually repeated request for a custodian, and was frustrated that Williams had not warned her that by accepting a "free" PAC (Public Access Catalog) computer from the Regional Library system, we would incur additional line charges in future years. The Town Manager agrees to fund our dues account for the Massachusetts and New England Library Associations, but the National one.

AMERICAN LIBRARY ASSOCIATION: Williams had argued with the Town Manager that one benefit of our membership in ALA is to continue our American Libraries subscription. He was unable to "sell" this perspective. Dacoles moved and Morrill seconded to pay for Williams' ALA membership with Trust funds. So voted.

**POLICY - BORROWERS' CARDS:** Our Policy & Procedures Manual states "a computerized library registration is required for any borrower requesting to remove library materials from the building." It could be suggested that this means one must "own" a card, but not necessarily have it in their possession. Our Registration Application form requires the patron to agree to take responsibility for "material borrowed with this card." After publicizing it, Williams would like to begin requiring a card be presented for all loans, not just typing in names of patrons who forget their cards. This practice has led to frustrating and unnecessary problems. Williams proposed targeting National Library Week in April as the time this will take effect, giving plenty of time for publicity. All agreed this was a good idea. A suggestion of full-page flyers for each borrower ("Bookmarks are too small and easy to ignore") was offered.

**PIOPPI CLOSET:** Harold White selected, and Senior Tax Rebate volunteer Ed Swiatek installed, the modular shelving in the closet. Now our hallways are clear and we comply with the Fire Inspector's order to move the materials out of the back hallway.

**CORRESPONDENCE:** Sarah M. Whitaker of Fleet Investment Services wrote to Mills to confirm that the Board of Library Trustees will again recommend the following to serve a term from April 1, 1996 to March 31, 1997: Dacoles, Gaine, Morrill, VanVooren. We will hold the letter for Mills to sign.

American Optical Treasurer Steven Beckett sent a letter with a check for \$5,000 on behalf of the American Optical Foundation. This is toward our feasibility project.

**REPORT OF THE LIBRARY DIRECTOR:** When the Town Manager opted for Pages rather than part-time Library Assistants, during budget discussions, she agreed to immediate hiring to fill current Page position vacancies.

Two of our five Senior Tax Rebate Volunteers have completed their allotment of 100 hours each. The Town Manager does not want Departments to use Welfare "Volunteers," as she is concerned about liability issues and Workers' Compensation problems.

Williams is awaiting Town Manager's approval of his ad copy, and revised job description, for Mrs. Petrelli's position.

**ADJOURNMENT:** Next meeting, Tuesday, March 19, 1996, at 4:00 PM, at the Library. Morrill moved and Dacoles seconded to adjourn. Meeting adjourned at 4:56 PM.

Respectfully submitted,  
Harry R. Williams, Clerk

**TRUSTEES OF THE JACOB EDWARDS LIBRARY**  
**MEETING MINUTES**  
**MARCH 19, 1996**

Call to order: 4:00 PM.

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

SECRETARY'S REPORT: Morrill moved and VanVooren seconded to accept the minutes of the February 20, 1996 meeting as presented. So voted.

TREASURER'S REPORT: The Treasurer was unable to attend the meeting.

BUILDING SUBCOMMITTEE: Gaine reported that the committee met at Town Hall to review with our architects, Stahl Associates of Boston, their two options and make our choice. Plan A, mirroring the 1966 addition, would be more expensive and less efficient at meeting all our program needs. Plan B, with most new construction on the north, was everyone's choice.

Morrill and Williams met with Patience Jackson of the Massachusetts Board of Library Commissioners at the Southborough Public Library on February 27, to review our plans and get feedback and suggestions. She was encouraging and seemed impressed with Stahl's work.

Lenti suggested our application cover use the "Aspiration" statue and tie it in with the narrative as our theme. Gaine said we need passion in our proposal, and urged Williams to draft the narrative as quickly as possible for review by committee members. Williams will see if the architects can and will provide the necessary photographs to support our application, or should we seek a local volunteer photographer. Charlene Gravel at the Office of Planning & Community Development will help order binders.

Mills noted that during snow plowing, several rhododendrons were destroyed.

BUDGET FY97: : Department Head meetings with the Education & Human Services subcommittee and the Town Council have not yet been scheduled.

POLICY - BORROWERS' CARDS: Williams has ordered 1,500 additional cards to prepare for the April 15th rush. Colorful flyers were printed by the Central Massachusetts Regional Library System and are being given to each patron. Williams has been on radio twice about this and anticipates good newspaper coverage.

SUMMER READING CLUB: Williams passed along Children's Librarian Mary White's request that the Trustees again donate \$500 for special expenses such as entertainment. Morrill moved and Lenti seconded this, and it was approved unanimously. The Trustees instructed Williams to pass along to White their thanks for her excellent work.

EVELYN PETRELLI RETIREMENT: Per Mrs. Petrelli's request, a small informal gathering was held, rather than a formal testimonial. Joe Capillo and other friends help arrange a pleasant event in the library on Wednesday, March 13.

Twenty resumes and letters of application have been received to date for the Assistant/Reference Librarian position.

CORRESPONDENCE: The Massachusetts Board of Library Commissioners announced our second MEG (Municipal Equalization Grant) and Nonresident awards bring our total FY96 State Aid to \$22,546.93.

The Massachusetts Board of Library Commissioners have also sent their Summary Tables for Public Library Data; and "The FY1994 Municipal Pie...What's Your Library's Share." The latter shows our 1.19% portion of Southbridge's municipal budget is just below the state average of 1.21%.

The Western Massachusetts Regional Library System is coordinating a state Computer Grant for libraries in both the Central and Western regions. Mills and Williams have signed us up to participate and receive an additional PC. Gaine asked about our progress on providing Internet access. This is being worked on via C/W MARS, and is one of the purposes of the grant.

REPORT OF THE LIBRARY DIRECTOR: Without Mrs. Petrelli or her replacement, the remaining staff are stretched to the limit, but have done a fine job of taking care of the library. All have taken on extra work, and have agreed to work without back-up to enable each other to attend Regional workshops that won't be repeated until the Fall.

The Senior Tax Rebate Volunteers program is completed. The Town may repeat the program next year. It was a great success here.

We recently hosted a display on animal experimentation prepared by the Massachusetts Society for Medical Research. The display was photographed and written up in the Southbridge News. The MSMR showed their appreciation by donating a computer for word processing.

After some quiet months, we have recently experienced incidents of rowdy behavior which have led to calls to the police. Recent press coverage of a violent school incident, and possible gang activity, underlines our concern for security.

Patience Jackson of the Massachusetts Board of Library Commissioners used the Southbridge Room for rescheduled conferences with Western Region grant applicants yesterday. It cannot hurt our chances for a grant to know she considers us a well-known and conveniently located library.

ADJOURNMENT: Next meeting, Tuesday, April 16, 1996, at 4:00 PM, at the Library. Morrill moved and VanVooren seconded to adjourn. Meeting adjourned at 4:50 PM.

Respectfully submitted,  
Harry R. Williams, Clerk

**TRUSTEES OF THE JACOB EDWARDS LIBRARY**  
**MEETING MINUTES**  
**MAY 21, 1996**

Call to order: 4:00 PM.

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

SECRETARY'S REPORT: Dacoles moved and VanVooren seconded to accept the minutes of the March 19, 1996 meeting as presented. So voted.

TREASURER'S REPORT: Dacoles reported that \$15,000 was forwarded to the Town toward the cost of the feasibility study. This included the \$5,000 gift from the American Optical Foundation.

BUILDING SUBCOMMITTEE: Lenti reported that our application was received by the Board of Library Commissioners before the deadline. The recent ceremony marking the awarding of the Defense Department contract to the University of Massachusetts for the "U. Mass Southbridge" project at the AO complex should create impetus for our project.

BUDGET FY97: After our initial proposal had been submitted and reviewed with the Town Manager, Williams alerted Mrs. Chandler and Town Treasure LaFleche that the Town Manager's proposed cuts would cause us to lose our State Aid and eligibility for state grants - including construction. This was due to the impact of the retirements of Mrs. Shaw and Mrs. Petrelli on the salary portion of the budget. Mrs. Chandler restored previously denied equipment requests to her proposal. The Education and Human Services subcommittee, and later the full Town Council, approved a \$259,081 budget, representing an increase of \$3,500, and assuring us of meeting the MAR or "Municipal Appropriation Requirement" for State Aid.

EVELYN PETRELLI REPLACEMENT: Ms. Jill Compton of East Brookfield will begin work on Monday, June 3. She has been the Library Director in Spencer, a Reference Librarian in Holden, and recently ran a book store while working as an evening reference librarian at the Becker College library.

SUBSCRIPTION OFFER/LIBRARY PROMOTION: A representative of Ebsco, a database and periodical subscription agency wants to find a sponsor to pay for subscriptions to about 16 magazines. They would be displayed on a special rack, in binders featuring the sponsor's name. The Board rejected this form of "advertising" in the past, but some time has passed and Williams promised their new rep he would ask if there is any interest in reconsidering. This led to a discussion of more profitable ways to cooperate with area businesses, and publicity ideas, to increase use of the library.

Lenti pointed out that when we announce our fund drive in September, for the building renovation, we will need a big splash of publicity. Travinski pointed out that we should be publicizing the wonderful services we offer now, even before any future

improvements. We could line up books along Main Street to represent the number read during the Summer Reading Club, and make sure to work with Friendly's, McDonald's and others to offer coupons for prizes. Williams reported that Children's Librarian Mary White has done this form of networking for years, with great success.

Someone suggested we try to change the perception of the library among many of our elderly citizens. Some come regularly, some never come. Mills pointed out that ramps and elevators are not "avant guard" today, that braille books and TDDs are needed.

Our foreign language books and multicultural services, of interest to all the ethnic groups in town, need to be known on "the streets." Travinski suggested that we try to insure that we have at least one Spanish speaking staffer on board.

**FRIENDS' BOOK SALE:** FOJEL, the Friends of Jacob Edwards Library, did not hold a book sale last September, as in previous years, but have scheduled it for Saturday, June 9. This, too, presents some opportunities for publicity for the library.

Lenti pointed out that Aileen Lau, editor of a number of travel books in our collection, plans to be in town for the 25th anniversary of the Gateway Players. Is there an opportunity to tie her visit into the book sale? It was pointed out that the 50th anniversary of Old Sturbridge Village is being observed at the same time, so possible supporters' energies may be spread thinly among the three events already scheduled. It would require a reception committee and more lead time to execute an appropriate reception for a special guest.

**CORRESPONDENCE:** Stahl Associates, our architects for the building grant, forwarded a copy of the Massachusetts Historical Commission's letter of determination. Their evaluation of our project is "no adverse effect," conditional on MHC review of future design developments.

**REPORT OF THE LIBRARY DIRECTOR:** Williams' mother passed away on April 13th. He was asked to come to Florida on the 8th, but put that off until the Library Construction Grant application had been received in Boston on the 10th. The staff pulled together and arranged a schedule to hold the library together during his absence. The Trustees asked Williams to draft thank you letters to the staff for them to sign.

Our summer schedule will be no Saturdays during July and August, other hours to remain the same.

Our Inter-Library Loan volume is way up since the installation of a loaner fax machine from the Central Massachusetts Regional Library System.

**ADJOURNMENT:** Next meeting, Tuesday, June 18, 1996, at 4:00 PM, at the Library. VanVooren moved and Lenti seconded to adjourn. Meeting adjourned at 5:04 PM.

Respectfully submitted,  
Harry R. Williams, Clerk



**TRUSTEES OF THE JACOB EDWARDS LIBRARY**  
**MEETING MINUTES**  
**JUNE 18, 1996**

Call to order: 4:00 PM.

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

SECRETARY'S REPORT: Mills thanked the four "Trust Account Trustees" for agreeing to another term: Gaine, Morrill, VanVooren, and Dacoles.

SECRETARY'S REPORT: Morrill moved and Travinski seconded to accept the minutes of the May 21, 1996 meeting as presented. So voted.

TREASURER'S REPORT: Dacoles was unable to attend.

BUILDING SUBCOMMITTEE: : Holly Darzen, an architect on the MBLC building grant evaluation team, toured the library and met with several Trustees and Building Committee members on May 30. Lenti reported that she was as enthusiastic as she could be in her neutral position.

Mills distributed copies of the Sunday Telegram article about new technologies in libraries, which featured our CD-ROMs in a sidebar. He said we need to pass this information to Town Hall so they know we want to continue to be in the vanguard. Should we send a copy to Councilor Lachapelle? Northboro's library has a technology advisory group. Perhaps the Friends of the Library could help us develop one. Mills read from the state's Strategic Plan that conduits and cables are as important as heating and lighting.

Lenti was pleased that our project was listed as representative of the Central Region. Travinski asked about Internet access. Williams replied that we could provide text-only access via C/W MARS, but Travinski said we need a graphic terminal for point-and-click searching. Gaine suggested we bring in some experts to show and tell the Trustees what the Internet is all about. Williams will work with Mills to see if Peter Nikolla of Beyond Software can meet with us. He has been working with John Lafleche to get town hall on line.

CUSTODIAL HELP: Green Thumb worker Herb Cassell is on three weeks' vacation. The Summer Youth Employment and Senior Tax Rebate Programs will bring help in July, but in the meantime we need cleaning. Should we try to hire a cleaning service? Williams gave walk-through to solicit a proposal from Professional Cleaning on May 30, but they never submitted one. Graffiti has been a problem, and recently the stacks stairs were so dirty that patron Jeff Kendall asked if he could sweep up.

Gaine suggested that we get quotes from several local cleaning contractors for a "spring clean-up." Williams will go to the Town Manager and request a transfer to hire someone to clean the library. He will also try to arrange with the Garden, Lions and/or Rotary clubs a fall clean-up. The Trustees will pay for some plants.

EVELYN PETRELLI REPLACEMENT: Ms. Jill Compton of East Brookfield began working on June 3. She has been a great help already and has learned our procedures very quickly. Mrs. Petrelli has come in to do some work as a volunteer.

CORRESPONDENCE: MBLC reports our Allowable Project Cost \$2,657,091 with a Potential Grant Award of \$1,137,836. Ninety-two libraries are requesting \$91,523,388 against the \$23,552,484 budget.

Deborah Pearce had Vincent Sorrento of Fleet Bank send information on The Boston Foundation, and put Williams in touch with the Springfield and Worcester [Community] Foundations. They could collect tax-deductible donations on our behalf. Pearce also referred Williams to David McArdle, Director of Gloucester Public Library, who urges he ask FOJEL to seek 501(c)3 status to do fund raising for us.

This led to discussion of ways to offer tax deductibility to donors. Mills asked Mr. Chartier of the Chamber of Commerce if they still served as an "umbrella" as they once did, but they do not. Nor does the Town of Southbridge have the community development fund. The Friends want to remain low-key. Perhaps we could set up our own fund with a local attorney.

REPORT OF THE LIBRARY DIRECTOR: The PhoneDisk programs were installed on our CD-ROM computer Monday, and a new Macintosh CD-ROM has been delivered to the Children's Room. Both are from the Friends of the Library. Gaine suggested we copy his store's practice of putting up signs indicating "Product has been moved to Aisle 10." Handouts were also suggested. Travinski offered use of her agency's sign printer.

Our Summer Youth Employment and Senior Tax Rebate Program requests have been filed, and we hope to "employ" four of each this year.

The FOJEL Book Sale was a great success, taking in over \$500. Chief LaPorte put the "Book Sale" banner from CMRLS on the trestle. Williams will write a thank you.

Williams was offered, but declined, the Library Director position at the Hamilton Fish Library in Garrison, New York, where he lived during his youth.

The Southbridge Rotary Club donated \$1,000 toward our renovation project.

ADJOURNMENT: Next meeting, Tuesday, September 17, 1996, at 4:00 PM, at the Library. Morrill moved and Lenti seconded to adjourn. Meeting adjourned at 5:02 PM.

Respectfully submitted,  
Harry R. Williams, Clerk