

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
SEPTEMBER 17, 1996

Call to order: 4:00 PM

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

CHAIRMAN'S REPORT: In Mills' absence, and with summer over, Lenti welcomed all present.

SECRETARY'S REPORT: Morrill moved and VanVooren seconded to accept the minutes of the June 18, 1996 meeting as presented. So voted.

TREASURER'S REPORT: Dacoles was unable to attend, so there was no report.

BUILDING SUBCOMMITTEE: The MBLC (Massachusetts Board of Library Commissioners) will meet this Thursday, September 19, at 2:00 PM at the Framingham Public Library to announce construction grant awards. We can call the MBLC office after 3:30 that day to see the amount of our award.

Williams received a new letter today from the MBLC announcing a "Waiting List" for any libraries in this second round who qualify for funding but are not funded this week due to insufficient funds for all worthy projects. Such libraries will not need to submit any additional application as we had to do at the end of the first round.

CUSTODIAL HELP: Green Thumb worker Herb Cassell "retired" shortly after returning from three weeks' vacation. The Summer Youth Employment & Training Program provided some help, and the books and stacks were all cleaned. Two participants in the Senior Tax Rebate Program, Harry Moore and Roger Norowski, are each working 6 hours/week on cleaning tasks.

COMPUTERS AND INTERNET POLICY: Peter Nikolla of Beyond Software got our Internet computer hooked up, and is providing our connection to the web. Williams "installed" the Macintosh CD-ROM, which was donated by the Friends of Jacob Edwards Library, in the Children's Room.

Williams presented a draft Internet policy, attached to the agenda, which he developed with the staff so we can begin allowing public Internet access immediately. It included signing up for one-hour blocks of on-line time, requiring a library card in good standing, and charges of \$1.00 per hour for users. Travinski moved and VanVooren seconded to adopt the draft policy, to be reviewed at our next meeting.

BRIMFIELD DECERTIFIED: Lenti displayed a copy of a notice from the Joshua Hyde Library in Sturbridge to "Brimfield Residents." Public Libraries are reimbursed by the state for non-resident lending to citizens of "Certified" towns only, and have the option of "cutting off" borrowing privileges when a neighboring town does not meet minimum standards. Sturbridge is exercising this option by charging a \$25.00 service fee to Brimfield residents who wish to borrow books from Joshua Hyde Library.

Lenti wondered if we should support Sturbridge in their efforts to thus pressure Brimfield to bring its library up to minimum standards. VanVooren pointed out that it would not seem fair to cut off Massachusetts residents from Brimfield while offering free access to Connecticut residents.

CORRESPONDENCE: The MBLC sent ARIS (Annual Report Information Survey) forms after the June meeting. They were filled out by Williams, signed by Mills, and returned for the Sept. 6th deadline. Copies of the forms were attached to the agenda.

State Aid applications for LIG/MEG (Library Incentive Grants and Municipal Equalization Grants) and nonresident circulation reimbursements were recently received, and are due in Boston by November 1st.

Stephen Earp and Cynthia Snow wrote about two children's videos - one damaged and one "objectionable." Williams wrote back that he had repaired the damage, with copies of our policies to avoid "censorship." Copies of the letter and reply were enclosed with the agenda.

SENATOR MOORE TO VISIT: State Senator Richard Moore would like to meet with library staff and Trustees on Thursday, October 17, from 2:45-3:30. He will be visiting the Town that day, so Williams was contacted by the Senator's aide, Bob Marino. Because we will be getting together on Tuesday of that week for our monthly meeting, and re-scheduling is not convenient, Williams will phone and invite the Senator to join us at our meeting.

REPORT OF THE LIBRARY DIRECTOR: The Town Accountant told Williams on August 14 that he had overspent in the book account by \$1,012.44. He was able to track down a credit they had applied to the wrong account, and was relieved that he had not overspent.

Town Treasurer Lafleche and Williams met with Scott Thatcher of Massachusetts Electric to resolve billing errors, such as when we were credited for only \$15 of a \$415 payment.

CMRLS (Central Massachusetts Regional Library System) Senior Consultant Janice Charbonneau met with staff about updating reference books and weeding. I have canceled our New York Times microfilm subscription and index - this year it would have cost \$3,426!

Young patron Danielle Woodcock returned to the Children's Room a number of books "stolen" (taken, not charged out) by her neighbors. Mrs. White gave her a small gift as a reward.

The New England Science Center pass (now give-away passes rather than to be checked out and returned) came up for renewal this summer, and was renewed without a formal vote.

ADJOURNMENT: Next meeting, Tuesday, October 15, 1995, at Noon at the Library. VanVooren moved and Morrill seconded to adjourn. Meeting adjourned at 4:55 PM.

Respectfully submitted,
Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
OCTOBER 15, 1996

Call to order: 4:00 PM

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

SECRETARY'S REPORT: Morrill moved and VanVooren seconded to accept the minutes of the September 17, 1996 meeting as presented. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. American Optical donated \$3,000 for Children's Room programming. Payments included \$210 for the Summer Reading Club, \$250 for passes to the New England Science Center and \$459 for books paid for from gifts.

BUILDING SUBCOMMITTEE: At the MBLC (Mass. Board of Library Commissioners) meeting on September 19th, it was announced that we are fifth on a list of 21 "Waiting List" libraries. Lenti remarked, "We were disappointed," but expressed optimism that in the long run we will have an excellent renovation. Travinski agreed.

Williams attended a meeting at the Worcester Public Library on October 2nd, where MBLC officials assured us we need not submit additional application, assuming funding is passed in the next legislative session. State Senator Richard Moore was at the meeting, and he and other legislators present assured us such legislation has much support.

SENATOR MOORE TO VISIT: State Senator Richard Moore still plans to visit the library on Thursday, October 17, from 2:45-3:30. This will be part of a day spent visiting various agencies in the Town. All are invited, and publicity has been distributed. Several Trustees will try to join.

COMPUTERS AND INTERNET POLICY: The draft Internet policy we adopted last month outlines a \$1.00 per hour charge. Williams has learned that no other CMRLS library charges for internet access, and that the American Library Association is of the opinion that this violates the Library Bill of Rights, which we have included in our policies. Travinski moved, and Morrill seconded, to eliminate the charge for internet access. So voted.

Our current Borrower's Registration form for juveniles requires a parent's or guardian's signed agreement to be responsible for the selection of items checked out by the child. Williams wondered if we need any additional, similar agreement, specifically for young people using the Internet. It was decided that the language on the Registration form is broad enough to cover this.

Mills mentioned that he witnessed one of our young users serving as a "Charming, helpful guide," as he helped others learn about the Internet.

FRIENDS OF THE LIBRARY: Mills and Williams met with the officers of "FOJEL," the Friends of Jacob Edwards Library, on Friday, September 20, to discuss the seeking of 501(c)3 status. Mills noted that this would change the character of the organization, making some nervous about the need to deal with the Federal government. It is conceivable the current officers, who support the concept and need for such change, will "step aside" for new nominal officers who would be comfortable signing papers and reports.

Dacoles volunteered to take care of the books. Travinski will ask a potential "candidate" to meet with Mills, Lenti and Williams. Mills said a well chosen speaker at an Annual Meeting

could bring in potential members. Dacoles said we should all be active in the Friends. Mills suggested the Building Committee identify goals for FOJEL to work for.

LOAN POLICIES: Williams proposed to revise certain fines, loan and renewal provisions outlined in an attachment to the agenda. The Trustees agreed to all these changes:

In the Overdue and damaged materials policy, decrease daily fines from \$2.00/day to \$1.00/day for Equipment, Films, Museum Passes and Videocassettes. Decrease replacement charge (default charge for old items only, a new items' actual price is charged by computer) for Art Prints from \$100.00 to \$25.00 and for Video Cassettes from \$50.00 to \$20.00. Increase replacement charges for Periodical issues for \$3.00 to \$4.00 and for Paperbacks (adult) from \$4.00 to \$6.00. These changes reflect current prices.

The section governing Conversion parameters will need to be revised to correspond to these, and also to increase the limit per individual borrower for Audiocassettes and Compact Discs from 4 to 10, Videocassettes from 1 to 4, and for Phonorecords and Periodical issues from 4 to Unlimited.

We will add a new location parameter: "New", with items to be not renewable or available for Inter-Library Loans (which will some day be self service by patrons at other libraries.) We will make renewable all items not on reserve or in the location "New." These changes should please our patrons.

CARD CATALOG: Williams and the staff proposed to "freeze" the adding of new cards to our card catalog effective November 1, 1996. No other full member of C/W MARS still maintains a card catalog, which consumes hundreds of staff hours. Although initially shocking, this idea is acceptable to all.

MS. JILL COMPTON: Lenti recognized Adult Services/Reference Librarian Jill Compton's handling of an emergency situation during Williams' vacation, when a pipe beneath the floor of the Children's Room broke and began leaking hot water. This occurred on a weekend, and what could have developed into a disaster was competently dealt with.

REPORT OF THE LIBRARY DIRECTOR: The day after Thanksgiving is a holiday per the Town of Southbridge Personnel Regulations. In the past we have kept the Library open, and gave the staff who worked it a "floating holiday." We have had very few patrons, and little business. Williams proposed, and the Trustees agreed to, closing the library that day.

Library Page Salaries have been raised to \$4.75 under the new federal minimum wage.

Directional signs made on the laser printer in Williams' office look good around library.

ADJOURNMENT: Next meeting, Tuesday, November 19, 1996, at 4:00 PM at the Library. VanVooren moved and Morrill seconded to adjourn. Meeting adjourned at 4:55 PM.

Respectfully submitted,
Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
NOVEMBER 19, 1996

Call to order: 4:00 PM

ATTENDANCE: Trustees' Chairman Mills; Trustees Dacoles, Lenti, Morrill, Travinski, and VanVooren; Library Director Williams; and Dan Boucher of The News.

SECRETARY'S REPORT: Morrill moved and Dacoles seconded to accept the minutes of the October 15, 1996 meeting as presented. So voted.

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

BUILDING SUBCOMMITTEE: The MBLC (Massachusetts Board of Library Commissioners) reports that Senate Majority Leader Thomas Norton has agreed to be the main sponsor of "An Act to Improve Public Libraries." This should provide funding for all the "waiting list" libraries.

Williams remarked that recent experiences mopping "floods" caused by our old sinks are an indication that the renovated rest rooms must be vandal and mistake proof.

A patron complained to a Town Councilor, who passed the complaint on to the Town Manager, that we are too dirty downstairs. Mrs. Chandler promises to inspect our facility.

Mills mentioned a newspaper article citing "a decade of cutbacks." We need to find the means to restore longer weekend hours, as well as to take care of our facility.

SENATOR MOORE'S VISIT: The Senator's visit on Thursday, October 17, was well attended and led to a commitment from several councilors to seek cleaning solution. This was sparked by a question from the "audience" about plans to maintain our facility after renovations.

FRIENDS OF THE LIBRARY: Mills, Lenti and Williams met with Carol Muschler, who is willing to lead the Friends of Jacob Edwards Library in seeking 501(c)3 status, and the pursuit of membership growth. She is planning to meet with current officers to prepare for an orderly transition. Mills foresees quarterly meetings and a bigger annual meeting with entertainment.

STATE AID TO PUBLIC LIBRARIES: After the last meeting forms were received from the MBLC to apply for LIG/MEG (Library Incentive and Municipal Equalization Grants) money from the Commonwealth. The deadline preceded this meeting, so Williams completed them and Mills signed them. Copies accompanied the agenda for today's meeting. The forms show our financial status and attest to our compliance with state aid standards.

C/W MARS: Technological changes in telecommunications are having an impact our current year budget for equipment. New phone lines will be installed in early 1997, and will require all four terminals be replaced, rather than just the Zentec "dumb terminals." Meanwhile, the current OCR scanning be replaced with bar codes. Staff are scrambling to prepare. New Books and new and updated library cards are getting labels with item or patron numbers in both formats to smooth the transition. Fortunately, the funds in our equipment account seem sufficient for the needed new equipment.

JOINT TRUSTEES' MEETING: Travinski asked if we are planning a meeting with the Trustees from the Sturbridge and Charlton libraries, as we have in the past. Mills suggested we plan on hosting the meeting and arrange for a speaker.

REPORT OF THE LIBRARY DIRECTOR: After they inspected our plumbing, a furnace repair was ordered by the Southbridge Water Supply, to prevent contamination of the drinking water supply. Peterson Oil will perform the work and prepare a burner replacement proposal as well.

There have been a number of questions about the World War II Memorial that stood outside the library in the 1940's. Does anyone know what happened to it? Could it have been moved during construction of the 1966 addition? Lenti recalled that the monument was intended to be temporary, and was superseded by the monument in one of our parks. Mills asked if our Secretary, Mrs. VanVooren, would look at minutes books from the time of the addition, to see if there is any mention of it. Williams will locate the appropriate volumes.

A woman complained to a staff member about a video on display as for sale by FOJEL, and about a "freebie" magazine, as not being appropriate to be in the library. Williams prepared and distributed to each staff member a memo (attached to agenda) with a copy of our materials selection policy. It is important that no staff member be made to feel under personal attack, nor feel forced to defend a particular item which they might themselves find repugnant. Staff have been reminded that we have a form that can be offered to a patron who wishes us to reconsider items in our collection.

ADJOURNMENT: Next meeting, Tuesday, December 17, 1996, at 4:00 PM at the Library. Travinski moved and Lenti seconded to adjourn. Meeting adjourned at 4:31 PM.

Respectfully submitted,
Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
DECEMBER 17, 1996

Call to order: 4:00 PM

ATTENDANCE: Trustees' Chairman Mills; Trustees Lenti, Morrill, and VanVooren; Library Director Williams; and Dan Boucher of The News.

CHAIRMAN'S REPORT: Mills received a letter from past Library Director Ron Latham that at the Pittsfield Library operations were "condensed" into a small area for an entire year during building renovations.

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

TREASURER'S REPORT: Dacoles was unable to attend. Williams reported that several monetary gifts were recently donated.

BUILDING SUBCOMMITTEE: Senate Majority Leader Thomas Norton sponsored, and State Representative David M. Peters and State Senator Richard Moore were among the co-sponsors of "An Act to Improve Public Libraries." This should provide funding for all the "waiting list" libraries.

The question of the restoration of the arched ceiling and historic reading room was raised. Do we need to re-apply for funding for the Massachusetts Historical commission? Williams will check with our architects.

BUILDING CLEANING: As reported last month, the Town Manager promised to inspect our facility after a complaint from a citizen via a councilor. We have used up all the hours of Senior Tax Rebate Volunteer Roger Norowski, and Harry Moore will be done soon. Last month, Mills' mention of a newspaper article citing "a decade of cutbacks" led to the conclusion that we need to find the means to restore longer weekend hours, as well as to take care of our facility.

FRIENDS OF THE LIBRARY: FOJEL President Janet Jenkins met with Carol Muschler, who is ready to lead the Friends of Jacob Edwards Library in seeking 501(c)3 status, and the pursuit of membership growth. They are planning to set up a meeting of current and potential officers to prepare for an orderly transition.

PROBLEM PATRONS: Recent "flasher" incidents, here and at the Sturbridge Library, has led the staff to review, simplify, and propose updates to, our problem patron policies. A draft proposal was given to each Trustee to review prior to discussion next month. Mr. Boucher had some questions about the incident, and was asked by the Trustees to be sure to check with the Southbridge Police Department before publishing any stories that might undercut an ongoing investigation.

The issue of staff security was discussed. In the past, Williams has requested Chief Stevens to advise us on a buzzer or other signal to summon the Police, with no response. Cellular phones might be useful, and Williams was advised to work with Finance Director Lafleche to seek needed equipment.

TRUSTEES' MEETING DATES, 1997: Williams asked if the Trustees wish to continue meeting at 4:00 PM on the third Tuesday of each month, except July and August. All agreed to this schedule. Williams will notify the Town Clerk that the Board will meet on January 21, February 18, March 18, April 15, May 20, June 17, September 16, October 21, November 18 and December 16, 1997.

CORRESPONDENCE: The MBLC (Massachusetts Board of Library Commissioners) announces we will receive total State Aid of \$20,763.89. This includes \$2,653.25 Nonresident Circulation Offset as well as LIG/MEG (Library Incentive and Municipal Equalization Grants) money.

The MBLC also sent a list of the legislators co-sponsoring "An Act to Improve Public Libraries."

The architectural firm Masterplan, Inc., of Northboro, offers peer review of our construction plans, should we desire to continue with our feasibility architects.

REPORT OF THE LIBRARY DIRECTOR: The Town Manager, at a recent Department Heads' meeting, distributed forms for FY'98 Budget requests for January submission. It was suggested Williams ask for additional Library Pages to increase our hours of opening.

Two percent raises for non-union (including all library) personnel, were approved by the Town Council last night.

The auxiliary circulation computer at the circulation desk, purchased several years ago by the Trustees, "died" last week. This allowed storing loan information on disks while the phone lines are down, for later uploading. Williams hooked up one of the old Zentec "dumb terminals" to take its place, pending delivery of the new Pentium computers from C/W MARS.

Joe Capillo asked for permission to sign his newest book about Southbridge history in the lobby this Thursday from 5:00 to 7:00 PM, and Williams agreed to set this up.

The Women's Club asked for permission to display their historic Southbridge quilt in the library, and Williams agreed to this as well.

The Garden Club delivered two wreaths for our entrances. Williams and Roger Norowski hung them.

ADJOURNMENT: Next meeting, Tuesday, January 21, 1997, at 4:00 PM. Morrill moved and VanVooren seconded to adjourn. Meeting adjourned at 4:45 PM.

Respectfully submitted,
Harry R. Williams, Clerk