

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

AUGUST 3, 2000

4:00 PM in the SOUTHBRIDGE ROOM

ATTENDANCE: Trustees Mills, Dacoles, Gaine, Lenti, Travinski; Library Director Williams; Town Manager Michael Coughlin.

SECRETARY'S REPORT: Travinski moved, and Dacoles seconded, to accept the minutes of the meeting of June 15, 2000. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Expenditures of \$1,944 were voted as follows. Dacoles moved and Gaine seconded \$80.00 for Library Director Rotary Expenses. Dacoles moved and Lenti seconded a \$1,864 to Thomas Emerson for restoring the brick retaining wall by the parking lot, and the Main Street entrance door. Dacoles announced that the monthly charges for the cellular phone will soon stop, as the new phone system includes a portable phone.

BUILDING SUBCOMMITTEE: Lenti reported that we could use more upholstered chairs than were called for by the architect. The Southbridge Fire Department helped get custodian Vincent Chenevert and DPW Director Hamer Clarke up to inspect our gutters and downspouts. Clarke is working with the architect on a design to prevent leaves from plugging the downspouts. Director of Inspections Nicola Tortis prepared a sample of a reinforced shelf to correct the problem of sagging shelves in the Reference Room.

GRAND OPENING: The Trustees and staff got together for dinner at the Cohasse Country Club at 6:00 PM on Tuesday, June 20. Mills thanked the staff and recognized their efforts in moving and reopening the library. A pleasant time was had by all.

Several dozen visitors toured the library on August 12th, as part of the Mary Wells High School Grand Reunion. On July 19th and 20th, Lynne Bassett and Frank White of Old Sturbridge Village helped in hanging a number of our historic portraits, as well as the Globe Village landscape.

FY 2001 BUDGET: The Town Council approved the Town Manager's recommended budget of \$326,698. This includes 9 additional Library Page positions at 10 hours/week each. Williams said the lack of any positions of higher responsibility and authority will make it difficult to provide a desirable quality of service as we increase our hours of service. This is why we requested Town Manager Coughlin to join us at this meeting.

After some discussion of possible improvements and the best allocation of hours, it was agreed that we would increase the schedule to 54 hours per week by opening from 9 AM to 5 PM on Saturdays. The Town Manager indicated that we could hope to increase the budget for staffing in the next fiscal year budget, and that we might be able to reallocate this year's budget to accomplish a different staffing pattern with the same amount of money. Williams asked if we could recruit one part-time Librarian Assistant in place of four of the Page positions. Coughlin invited Williams to submit a reorganization proposal, which would need Town Council approval, and left for another meeting.

TRUSTEE RETIREMENT & NOMINATING: Mills announced that Marcelle VanVooren has resigned from the Board, effective at the end of the June meeting. Dacoles reported the Nominating Committee recommendation that Carol Muschler be nominated to fill this position: Muschler built the Friends of Jacob Edwards Library into an active organization, promoted our building and renovation project with presentations, and knows that we need to build up community awareness of what is available at the library. Gaine added that Muschler is a "worker," who will take an active role. Lenti moved, and Dacoles seconded, to recommend Muschler to the Edwards Family Trust, and this was voted unanimously.

Mills suggested we plan a dinner at which we could recognize and thank VanVooren, and welcome Muschler. It was suggested that a "standard" gift be established for departing Trustees. All agreed with this concept, and that an engraved pewter bowl would nicely serve this purpose.

PIANO TUNING: Williams asked if the Trustees would consider paying to have the piano tuned. It was returned to the Pioppi Room after two years of storage. After some discussion it was agreed that we should first explore the cost of purchasing an electronic keyboard instead. This would be portable and not require periodic tuning.

CORRESPONDENCE: The Massachusetts Board of Library Commissioners announced a new construction grant round.

ADJOURNMENT: Travinski moved and Dacoles seconded to adjourn. The next regular meeting will be Thursday, September 21, 2000, at 4:00 PM, in the Southbridge Room at the Library. Meeting adjourned at 5:15 PM

Respectfully submitted,
Harry R. Williams, Clerk.

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

SEPTEMBER 21, 2000

4:00 PM in the SOUTHBRIDGE

ROOM

ATTENDANCE: Mills, Dacoles, Gaine, Lenti, Muschler, Rizner, Williams.

SECRETARY'S REPORT: Lenti moved, and Dacoles seconded, to accept the minutes of the meeting of August 3, 2000. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally, as of the end of the Fiscal Year. June expenditures included the staff recognition dinner on June 20th and the Library Director's Rotary expenses, as well as the cellular phone, Summer Reading Club expenses, and the cost of repointing the brick wall and restoring the Main Street entrance.

BUILDING SUBCOMMITTEE: Lenti reported that seven computers have been delivered and installed, and installation of an automatic door opener has been ordered. Designer Frank Adams of Burt Hill (formerly Stahl) architects suggests perforated shades for those Windows where sunlight is a problem. Dacoles reminded Williams to make sure we have three price quotes before ordering them. Williams met with the Town Manager and both agree to re-bid the security system to seek substantial savings. Lenti reported that the construction crew at Harrington Memorial Hospital, led by Louis Berthiaume, had updated the plaque indicating the terms of all our Trustees.

Williams was unable to provide a detailed accounting of the current status of the Capital Campaign account. Gaine suggested we request a report from the Town Accountant, and all agreed this should be done.

Rizner asked if a decision had been made as to how to memorialize donations to the Capital Campaign. One approach is to name specific areas of the library for donors; another would be to set up a "giving tree" or other device to recognize all our supporters. Dacoles, Muschler and Travinski will meet with Williams to review our options and make a recommendation to the Board.

Mills asked it is time to "dissolve" the Building Subcommittee as a formal body, and Lenti and Gaine agreed that the work of the subcommittee is done. Details of our finishing-off and additional work can be part of the Library Director's report. All agreed, expressing deep gratitude to Lenti and Gaine for their dedicated work as Co-Chairmen during this momentous and historically significant project.

FY 2001 BUDGET: The Town Manager has not yet responded to Williams' proposal to reorganize staffing by converting four Page positions to one part-time Librarian Assistant. This has made it more challenging to fully staff the library for the new 54-hour schedule. Lenti asked if it would help to reduce the hours a bit until more help is hired, perhaps by opening daily at 9:30 instead of 9:00 AM. Williams worried that too many changes might alienate the public, and all agreed that we will maintain our new schedule and continue to lobby to fill the funded positions and seek some additional help over time.

TRUSTEE REORGANIZATION: Gaine nominated, and Lenti seconded Mills for another term as Chairman. Approved unanimously. Dacoles moved and Gaine seconded Travinski as Vice-Chairman. Approved unanimously. Gaine nominated, and Rizner seconded Dacoles for another term as Treasurer. Approved unanimously.

PORTRAITS: Phillip Klausmeyer of Worcester Art Museum, who restored the Holmes Ammidown and the (recently identified by Margaret Morrissey) Manning Leonard portraits, would be interested in restoring the remaining works. Mills has suggested we seek funding for a "self-guided tour" pamphlet describing each of our historic works, along with funding for the restoration.

WELLS HIGH SCHOOL DONATION OFFER: Dacoles described a proposal from Helen Santilli, who arranged the Wells High School Reunion this summer. The reunion committee would like to donate \$2000 to enable us to collect and preserve the history of Wells High. Mills expressed concern that we not create a precedent that would lead to various groups expecting us to take possession of memorabilia of limited historical significance. Lenti said recent discussions with the Southbridge Historical Society could lead to positive collaboration, and we may be able to resume hosting their meetings.

HOSPITAL COLLABORATION: Mills reported on State Senator Richard T. Moore's meeting yesterday with staff and Trustees of the Southbridge and Charlton libraries, to discuss funding and other issues. Moore said grants are available for a pilot project to collaborate with Harrington Memorial Hospital. We might create a health information center at the Jacob Edwards Library, with staffing from the hospital, or link our computers. Williams will meet with hospital administrator Mangion to get this idea rolling, then report results to Senator Moore as well as keeping the Town Manager updated. Muschler suggested seeing if other libraries are doing this, and can provide suggestions. Gaine pointed out that the HMH "Cancer Room committee" have a project that includes equipment and personnel to inform the public. Perhaps we can link to this.

Mills added that Moore recommended ongoing efforts to increase state per capita funding for libraries, in addition to specific grants and incentive funding. Trustees can help by writing to the MBLC (Massachusetts Board of Library Commissioners) to include such funding in their annual proposals.

FUNDING REQUESTS: The Ecotarium (Science Center) pass is about to expire. Dacoles moved, and Gaine seconded, to pay for the renewal from Trust funds. So voted.

Williams wondered if we should seek an artist or designer for a new logo for library cards, stationery and promotion. Mills suggested we work with The Arts Center to develop a contest to design a new library logo. All agreed with this approach.

Staff members have expressed an interest in having a picnic table to enjoy our property in good weather. Williams would like to ask Nick Tortis if he could develop a plan for a circular bench around the elm tree. The Trustees like this idea, and might pay for materials. Gaine said Big Bunny Market might be able to donate a picnic table.

CORRESPONDENCE: MBLC (Massachusetts Board of Library Commissioners) sent a flyer, "How Massachusetts Ranks," comparing our state funding and service statistics to those of other states. Copies were included with the agenda.

The Massachusetts Historical Commission announced a Preservation Conference in Lowell, Thursday, September 28, and Massachusetts Archaeology Week October 7-15.

REPORT OF THE LIBRARY DIRECTOR: Our Annual Report Information Survey was submitted to MBLC on September 1. Copies were included with the agenda. Circulation for FY'2000 was only 61,619, but our August circulation annualizes to 107,996!

Williams and other Department Heads now file monthly reports to the Town Manager for his presentation at Town Council meetings. Williams recently sent a proposal to the Town Manager to recognize the library staff as "Employees of the Year" in recognition of their extraordinary efforts and performance in moving the library.

Williams sent memos to all staff on "Attention to Detail" and "Security Alert." Copies of these and the reports to the Town Manager were included with the agenda.

Girl Scouts have offered a year-long project of decorating the Young Adults area.

Williams announced that he had been offered the position of Library Director at the London (Ohio) Public Library, and that he had declined the offer. He is a candidate in two other communities that are planning library building projects, and will work with the Board to assure a smooth transition should he accept a position elsewhere.

ADJOURNMENT: Dacoles moved and Rizner seconded to adjourn. The next regular meeting will be Thursday, October 19, 2000, at 4:00 PM, in the Southbridge Room at the Library. Meeting adjourned at 5:29 PM

Respectfully submitted,
Harry R. Williams, Clerk.

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

OCTOBER 19, 2000

4:00 PM in the SOUTHBRIDGE ROOM

ATTENDANCE: Travinski, Dacoles, Lenti, Muschler, Rizner, and Williams.

CHAIRMAN'S REPORT: Mills was unable to attend. Travinski called the meeting to order, and thanked the Trustees for nominating and voting her (in absentia) Vice-Chair.

SECRETARY'S REPORT: Lenti moved, and Dacoles seconded, to accept the minutes of the meeting of September 21, 2000. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Income included \$252.83 in gifts and \$1,600.00 from the Grace Edwards Trust. Dacoles moved, and Rizner seconded, the following expenditures: Rotary, \$80.00; Staff recognition dinner, 231.49; Summer Reading Club, 89.00; Ecotarium Pass, 250.00; Staff shirts, 49.85; Senator Moore's visit, 58.38; Cellular phone, 7.16; Books designated by gift donors, 110.83; Story hour, 56.57; Miscellaneous expenses, 15.00. These were voted.

BUILDING: Bids were opened today for the security system to prevent theft of books and materials. Town Manager Coughlin indicated that he would write an award letter to the winning bidder.

Brian Haggerty of Desa Decorating measured our windows and will put together proposal outlines for various window treatments, to guide us in bid preparation. He suggests that the perforated vinyl shades recommended by the architect would be less durable than either vertical or horizontal blinds, but will provide information on both.

Larochelle Electric should be able to install wiring to make our door openers operational within a few days. We will publicize them when they are working.

The Accountant's office has provided printouts of all the expenditures for our project. Williams is assembling them into a more readable report.

We have not yet determined how to memorialize capital donations. Travinski, Dacoles and Williams will meet on this as soon as possible.

STAFFING: Town Manager Coughlin has begun to review our "reorganization" proposal, which would convert four (as yet unfilled) Library Page positions to one part-time Librarian Assistant. He will meet Williams next week to discuss this.

PORTRAITS: Williams will apply to the Wells Foundation, the Quinebaug-Shetucket Rivers Valley National Heritage Corridor, and the Southbridge Cultural Council to fund the restoration of the remaining portraits and a pamphlet describing them.

WELLS HIGH SCHOOL DONATION: Helen Santilli and members of the Wells High School Reunion Committee donated \$2000 to enable us to collect and preserve the history of the school. The presentation at the Wells Jr. High Library was publicized with a large photograph in the Southbridge Evening News.

HOSPITAL COLLABORATION: On October 4th Williams and Harrington Memorial Hospital Administrator Richard Mangion reviewed our respective operations. More discussions are planned to determine how best to collaborate. Williams will report the results to Senator Moore and keep the Board and the Town Manager updated.

CORRESPONDENCE: The Commonwealth of Massachusetts Board of Library Commissioners and the Central Massachusetts Regional Library System sent regular reports. These are available for any Trustee.

We received a thank you card from Marcelle VanVooren, for the "retirement" party and pewter bowl recognizing her twenty-two years of service as a Library Trustee.

We received invitations to the Worcester Community Action Council "Warm Friends Breakfast" in Southbridge on October 27, and to the American Textile History Museum in Lowell for a November 30 program, "Fundraising Trends for Cultural Organizations."

REPORT OF THE LIBRARY DIRECTOR: The Girl Scouts did a fine job of decorating the Young Adults area, and were photographed for the Southbridge Evening News.

Postmaster Kevin Donnelly and Williams unveiled the Library of Congress stamp with members of three stamp clubs in attendance. This was also photographed for the Southbridge Evening News. Postal employee (and Sturbridge Library Trustee) Doug Quigley gave a talk on the historical significance of the Library of Congress.

Copies of Williams' October 12th Report to the Town Manager and Town Council were enclosed with Agenda.

John Sabbey of the John Birch Society requested room use authorization for a video presentation scheduled for the Southbridge Room on November 20th. The topic will be the society's position on the United Nations. After reviewing the Room Use Policy, Williams approved the request.

Williams will address the YMCA Management Club at Rom's on October 24th, and will speak about our renovation and expansion project.

Williams is a candidate for position in another library, and will keep the Board informed. Under no circumstances would he accept a position before January, and he would make every effort to assist in the search for a highly qualified replacement.

ADJOURNMENT: Dacoles moved and Lenti seconded to adjourn. The next regular meeting will be Thursday, November 16, 2000, at 4:00 PM, in the Southbridge Room at the Library. Meeting adjourned at 4:30 PM

Respectfully submitted,
Harry R. Williams, Clerk.

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

NOVEMBER 16, 2000

4:00 PM in the SOUTHBRIDGE ROOM

ATTENDANCE: Mills, Dacoles, Gaine, Muschler, Rizner, Travinski, and Williams.

CHAIRMAN'S REPORT: Mills called the meeting to order, and explained the strict orders from the Town Manager to maintain a news blackout regarding Williams' departure until it was publicly announced at the October 30th Town Council meeting.

SECRETARY'S REPORT: Travinski moved, and Dacoles seconded, to accept the minutes of the meeting of October 19, 2000. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Income included a \$2,000 gift from the Wells High School Reunion, \$4,976.99 from the Robert Edwards Trust. The only expenditures were \$226.88 for books designated by gift donors. The expenditures and the report were accepted unanimously.

BUILDING: The security system bid has been awarded to 3M Company. A window treatment proposal is anticipated from Desa Decorating. Laroche Electric did the wiring of the automatic door openers as the meeting was taking place.

Travinski reported that she, Dacoles and Muschler met recently to review ideas to memorialize Capital Campaign donations. There is still some question as to the need for naming areas of the library in recognition of some of the major donations. Mills will meet with the major donors to see if this is necessary. If this is affirmative, the grand staircase will be "named" for the Hyde Group, and the Children's Room for the George Wells and the American Optical Foundations. The Trustees agreed to recognize donations of at least \$1,000 on a plaque.

The Accountant's office cannot provide a printout listing the individual donations for our project. The raw information (turnover forms and copies of checks) is available "in many boxes" which they would make available if we wanted to reconstruct it.

STAFFING: Town Manager Coughlin approved our proposal to convert four Library Page positions to one part-time Librarian Assistant. Williams is developing ad copy.

FRIENDS OF THE LIBRARY: Muschler announced that due to her appointment as a Trustee, she would be resigning as President of the Friends of Jacob Edwards Library. The Board thanked Muschler and recognized her many years of service with the Friends.

LIBRARY DIRECTOR SEARCH: Williams announced at the October 30th Town Council meeting that he will resign effective February 3, 2001 (last work day January 6) to become Library Director in Rahway, New Jersey. Mills indicated that we would need to work with Town Manager Coughlin on the search for a replacement. The Board reviewed the draft advertising copy prepared by Williams. Suggested improvements included adding our e-mail and web addresses, along with grammatical reclamation.

The question of using a consultant was discussed, and it was agreed that this could be an option if the initial search is not productive.

After some discussion it was decided that the Board would serve as a "committee of the whole" to review all the applications. Then all that are available can participate in the interview process. We will advertise to accept resumes until January 3, 2001. Town Hall staff will help Williams make copies for each Trustee. A meeting will be held at 4:00 PM on Thursday, January 4, 2001, to review applications. Initial interviews will be scheduled every day the week of January 8 – 12. Second interviews, possibly over dinner with candidates and spouses, would be the week of January 15th and/or January 22nd.

REPORT OF THE LIBRARY DIRECTOR: Copies of Williams' November 2nd Report to the Town Manager and Town Council were enclosed with Agenda.

Williams submitted an application to the George W. Wells Foundation for a \$30,000 grant for "Art and history." The request includes funding additional portrait restorations by the Worcester Art Museum, professional preparation of a gallery guide, scanning equipment to digitize the unique materials in the Holmes Ammidown History Room, and the purchase of Grove's Dictionary of Art.

The Friends of Jacob Edwards Library donated \$500 for display supplies and an additional \$500 donation to the Capital Campaign.

ADJOURNMENT: Rizner moved and Dacoles seconded to adjourn. The next regular meeting will be Thursday, December 21, 2000, at 4:00 PM, in the Southbridge Room at the Library. Meeting adjourned at 5:24 PM

Respectfully submitted,
Harry R. Williams, Clerk.

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

DECEMBER 21, 2000

4:00 PM in the SOUTHBRIDGE ROOM

ATTENDANCE: Mills, Dacoles, Gaine, Lenti, Muschler, Rizner, Travinski, and Williams.

CHAIRMAN'S REPORT: Mills called the meeting to order. Williams was asked to step out during a brief executive session, after which plans were discussed for a public reception in his honor, tentatively Thursday, January 11, 2001 at 6:00 PM at the library. The Trustees also would like to get together for dinner with Williams and his fiancée, Jody M. Sheridan, the night before.

SECRETARY'S REPORT: Gaine moved, and Rizner seconded, to accept the minutes of the meeting of November 16, 2000. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Income included \$6,500 from the Edwards Trust and \$500 from the Friends of Jacob Edwards Library. Expenditures were a semi-annual \$8,500.00 Trustees' contribution to the Town of Southbridge and \$69.00 for books designated by gift donors. The expenditures and the report were accepted unanimously.

BUILDING: The security system equipment has been delivered by the 3M Company, and will be installed as soon as electrician Robert Garon is able to schedule the work. We are still waiting for a window treatment proposal from Desa Decorating.

The shelves in the Reference Room need to be modified by a carpentry or cabinet firm such as Dani & Soldani. Director of Inspections Nicola Tortis fabricated a prototype by reinforcing the edge of an existing shelf. The shelves specified by the architect proved unable to support heavy reference books. We will need to obtain three price quotes for this work if it will cost \$5,000 or more.

The cost of this work will be one of a number of items to be paid for from the funds remaining in the Capital Campaign (account 81-945-8170-5700.) Optional projects include landscaping along Foster Street, exterior illumination of the building, bankers lamps for the restored tables, and updated computers to replace superannuated ones, plus additional equipment. Williams will provide a prioritized list of these, and an accounting of the balance, before leaving.

STAFFING & LIBRARY DIRECTOR SEARCH: Two applications each were received for the part-time Library Assistant and the Library Director positions. Williams spoke to several possible candidates whose names were suggested by colleagues, drawing their attention to our printed and online advertisements.

Gaine asked if the Town could introduce a new classification such as "LS/8" (the Director positions is currently LS/6) whose starting or middle salary step could be the same as the maximum of the LS/6. This might help recruit more qualified applicants. Mills pointed out that we must work with and through the Town Manager in such cases, but that we can submit this suggestion.

Williams said the Town had just announced and implemented 2.5% retroactive (to July 1, 2000) raises for all non-union employees including the library staff. An additional 2.5% raise will take effect on January 1, 2001. At that time the minimum wage will also increase from \$6.00 to \$6.75 per hour, which will benefit our Library Pages. The raises are considered to be strictly a cost of living increase, with implementation of the new classification system, recently presented to the Town Council, expected to be worked into the budget deliberations this coming spring.

FISCAL YEAR 2002 BUDGET: As requested by the Town Manager, Williams is preparing a budget proposal that includes enough staffing to meet the request for additional hours of service, while allowing a professional level of staffing and service for our patrons. This will include one additional full-time and two part-time public service staff, and a part-time bookkeeper.

CALENDAR YEAR 2001 MEETINGS: It was agreed by all to continue meeting on the third Thursday of each month, excepting July and August, at 4:00 PM. In 2001 these dates are: January 18, February 15, March 15, April 19, May 17, June 21, September 20, October 18, November 15, and December 20. Williams will provide this information to the Town Clerk.

CANVASSERS IN THE LIBRARY: While Williams was on vacation in November, two men claimed to be researching to support fundraising by the Southbridge Police Department. They wanted to photocopy the Cole's Southbridge Directory. Ms. Morrissey explained that "no photocopying" is one of the conditions of our lease of this work, and offered the helpful suggestion that the Town of Southbridge Street Directory, published annually by the Town Clerk, is similarly arranged and has no such restriction.

The "gentlemen" became loud, aggressive and unruly. One seemed inebriated or intoxicated, as verified by another staff member. After the library closed, a telephone caller claimed to be an officer of the Southbridge Police Department, asking why we had not been more cooperative. Williams wondered if we should discuss this with the SPD and/or the Town Manager.

When discussion uncovered that we have no way of knowing the caller was authentic (it could have been the canvassers) it was agreed that we should take no action other than reassuring the staff that they will be "backed up" when they have to invoke rules and policies.

CORRESPONDENCE: The Federal Access Board will issue regulations tomorrow requiring government-purchased information technology systems to be fully accessible or readily made accessible.

Notification was received today that the Wells Foundation has declined our grant application for history and art preservation.

REPORT OF THE LIBRARY DIRECTOR: Williams' December 13th Report to the Town Manager and Town Council was enclosed with the Agenda.

We are running out of printed stationery, and did not arrange a logo contest with the QVCAH as suggested at a recent meeting. Would the Board consider seeking the permission of Barbara O'Brien to use or adapt the logo she designed for the FOJEL pin? Patrons are asking for book bags and Margaret Morrissey has requested business cards, all of which could use a new design. It was agreed that Williams would order sufficient stationery for the next few months, with an "interim" logo, and that his successor could then arrange the contest as a vehicle for publicity and an opportunity for networking.

Town Manager Coughlin has approved an order for an outdoor pay phone to be installed under the covered entry facing the parking lot.

ADJOURNMENT: Dacoles moved and Lenti seconded to adjourn. A meeting will be held at 4:00 PM on Thursday, January 4, 2001, to review Library Director applications. The next regular meeting will be Thursday, January 18, 2001, at 4:00 PM, in the Southbridge Room at the Library. Meeting adjourned at 5:07 PM

Respectfully submitted,
Harry R. Williams, Clerk.