



# *Jacob Edwards Library*

## **Trustees Meeting**

**September 20, 2001 4:00 p.m.**

**Minutes**

**Call to Order:** Chairman Travinski called meeting to order.

**Attendance:** Ms. Travinski, Ms. Muschler, Ms. Dacoles, Mr. Lenti, Mr. Mills, Ms. Urell

**Chairman's Report:** Ms. Travinski reported on meeting with Ms. Urell, and Maurice Poirier and Pieter Nijssen of Literacy Volunteers, on September 18<sup>th</sup> to review the staffing of the Literacy Volunteers office. Ground rules were set in terms of Mr. Nijssen posting his hours, observing the posted schedule, phoning in absences ahead of time, and creating a card for people to fill in and leave for him during hours he is unavailable. Trustees asked Ms. Urell to keep record of reported absences. Mr. Nijssen will increase the number of hours the office is open in two weeks. He gave a copy of his new proposed schedule to Ms. Travinski and Ms. Urell. Ms. Urell suggested he distribute his new schedule directly to library public service staff.

**Secretary's Report:** Minutes of June meeting were approved. Mr. Mills moved to accept; Mr. Lenti seconded.

**Treasurer's Report:** Attached herewith. Accepted as presented.

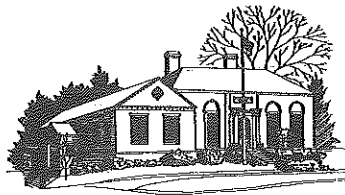
**Other Reports:** Mr. Mills reported that he attended Fraternal Order of Eagles picnic on September 8<sup>th</sup>. He accepted a \$500 check from the local Eagles that will be used to purchase large print books. (Ms. Urell has acknowledged to Eagles.) Suggestion was made that books be displayed and Eagles invited to see them when purchase is complete.

Ms. Urell asked question about reporting from Trustees' Retreat. Trustees are satisfied with outcome of retreat and agreed it was a useful event. Mr. Mills reiterated that he would like follow-up in six months.

**Correspondence:** Letter from Dr. William A. Saxton of Boca Raton, Florida was received and read to Trustees complimenting Ms. Morrissey for her reference help. Copies of letter will be forwarded to Town Manager, Ms. Morrissey, and placed in her personnel file.

**Report of the Library Director:** Copies of Ms. Urell's monthly reports for the Town Manager and Town Council were distributed to Trustees.

**Bookmobile:** Town has given library a police van to be used for a bookmobile. Ms. Urell is applying for a Wells Foundation grant to outfit and equip it. Discussion about painting outside of van. Suggested by Trustees that the design should appeal to all ages, should be "classy," obvious, all-purpose, and could include graffiti. Mr. Mills suggested we think of the bookmobile as a billboard for



## Jacob Edwards Library

advertising the library, especially when it is parked at the library. Names mentioned for design were Dick Chase, Sturbridge, and Donna Silverberg. Bay Path students? Discussion regarding a design competition, advisory group, and Arts Center involvement. ? (Sorry- I need some correction here -ru)

Friends of the JEL have agreed to provide financial help. Two volunteer drivers have offered services. Questions regarding insurance, liability, drivers, etc. remain. The Town will maintain it, assume insurance and liability, and registration. We expect it will be a town vehicle. \* Motion: Ms. Dacoles: "Moved to accept vehicle as bookmobile for library outreach purposes." Approved.

**Wells Foundation Grant:** Ms. Urell is completing grant application for \$15,880 to equip bookmobile. Application approved by Trustees.

**September 11<sup>th</sup>:** Ms. Urell commended library staff for exemplary public service during difficult time. Staff held brief observance on Friday, September 14<sup>th</sup>, to mark mourning day and participated in town-wide distribution of small flags. Trustees suggested Ms. Urell send staff letters of commendation.

**Staff Reclassification:** Ms. Urell reported that she had received a reclassification proposal for library staff today. She expressed concern that some of the staff categories were being simplified to fit into town-wide non-union personnel descriptions. Trustees were concerned that they hadn't had input into the process.

**Public Library Association Bi-Annual Meeting:** Ms. Urell proposes attending meeting in Phoenix in March. The conference is focused on public libraries, as compared to broader programs at American Library Association annual meetings. She reported that she has heard very good reports from attendees. Trustees asked her to gather more information for next meeting.

**Policies:** Ms. Urell asked for review of meeting room policy. Tabled till October 4<sup>th</sup>, at 4 p.m.

**Adjournment** Adjourned at 5:30 p.m. Next meeting 4 o'clock on Thursday, **October 4<sup>th</sup>** to review policies. Next regular meeting **October 18<sup>th</sup>** at 4 p.m.

Respectfully submitted,

Ruth Urell, Clerk

## Trustees Meeting

October 18, 2001 4:00 p.m.

## Minutes

**Call to Order** Paula Dacoles called meeting to order.

**Attendance:** , Ms. Muschler, Ms. Dacoles, Mr. Lenti, Mr. Mills, Ms. Urell Absent: Ms. Travinski, Mr. Rizner, Mr. Gaine.

### **Chairman's Report**

**Secretary's Report:** Minutes of September meeting were approved

**Treasurer's Report:** Income: \$81; balance brought forward \$40,060 (September) \$40,012 (October)

**Other Reports:** Policy report: New Meeting Room policy will be presented next month. (Ms. Muschler)

Internet Policy review: Ms. Muschler pointed out that the Board of Library Commissioners newsletter discussed the Children's Internet Protection Act. Discussion about whether we should have a revised internet policy in place before holding public hearings as required by the Act.

### **Correspondence**

**Report of the Library Director:** Copies of Ms. Urell's monthly reports for the Town Manager and Town Council were distributed to Trustees.

**Poetry Reading:** Bill Tremblay reading Saturday. Suggested inviting Councillors on Education & Human Services subcommittee.

**Parking Lot:** Mr. Mills Suggested calling Sbdge Savings & Savers Bank re problem of people using parking while working all day.

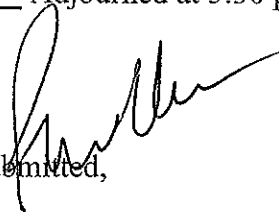
**Public Library Association Bi-Annual Meeting:** Ms. Urell proposed attending meeting in Phoenix in March. Distributed program agenda and provided information regarding costs and other departmental comparables.

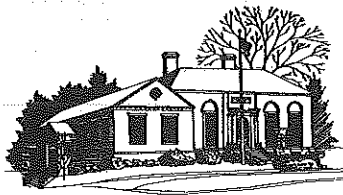
MOVED: Recommend Trustees pay between \$1000-\$1200 to pay for Ruth Urell to attend Public Library Assn biannual conference in March, 2002. Paula Dacoles moved, Paul Mills seconded. Decided to table for full vote at next meeting, since three of seven trustees absent today.

Trustees recommend line item be added to future town budgets to pay for portion of costs.

**Adjournment** Adjourned at 5:30 p.m. Next meeting 4 o'clock on Thursday, **November 15, 2001.**

Respectfully submitted,





## *Jacob Edwards Library*

**Trustees' Meeting**

**November 15, 2001 4:00 p.m.**

**Minutes**

**Call to Order** Ms. Travinski called meeting to order.

**Attendance** Ms. Dacoles, Mr. Gaine, Mr. Lenti, Ms. Muschler, Ms. Travinski, Ms. Urell  
Absent: Mr. Mills, Mr. Rizner.

**Chairman's Report** Ms. Travinski reported that Ms. Urell called her about Gordon Lundstrom, who was employed as a page. Ms. Urell told Ms. Travinski that Mr. Lundstrom shouted at her and used abusive and inappropriate language. Ms. Travinski referred Ms. Urell to the Town Manager for a procedure to follow. Ms. Urell terminated Mr. Lundstrom. Mr. Lundstrom has contacted a Trustee and the Town Manager and has threatened legal action. Ms. Travinski advised the Trustees that they should not have any contact with Mr. Lundstrom.

**Secretary's Report** Ms. Muschler noted that the minutes for October did not reflect the discussion of Ms. Urell's need for a secretary for routine clerical tasks, including some Trustees' correspondence and minutes. Ms. Dacoles moved to amend the minutes to include that discussion, Ms. Muschler seconded. Approved.

**Treasurer's Report** Trustees received a letter from Mike Morrell, Attorney for Donald Ryan, recently deceased. Mr. Ryan's will stipulates that 15% of his estate is to be given to the Jacob Edwards Library without restriction as to expenditure.  
Ms. Dacoles (?) something about Ted Lewis Account?  
Ms. Dacoles reported that the Town of Southbridge gets half of the Edwards interest.  
\$38,800 balance. Children's expense and Large Type books purchased (Eagles gift) \$873 expended, \$38 interest.  
Ms. Muschler moved to approve Treasurer's November report, Mr. Lenti seconded. Approved.

### **Other Reports:**

**Friends** of Jacob Edwards Library met. The ongoing book sale in Pioppi Room has resumed with some changes in hours of operation and procedure for accepting and processing books. The ongoing book sale is a reliable source of revenue for the Friends. Friends are planning a basket raffle in the spring, 2002. Next meeting of the Friends will be in early December. (Ms. Muschler/Ms. Urell reported.)

**Policy** report: Ms. Muschler and Mr. Mills met during the month to revise Meeting Room policy. Ms. Muschler presented new policy. She and Mr. Mills were commended for their work. New policy was

unanimously approved. (See attached). Ms. Muschler recommended to Ms. Urell that she revise the booking form to reflect new policy and attach some materials stating basic library rules as a handout for groups using library rooms.

**Correspondence** Thank you letters were received from: Bill Tremblay, for poetry reading in October; Michael Milligan, Poetry Oasis, for same event; John Moore and Steven Brady, Southbridge Historical Society, for help with preparation for their book *Images of America: Southbridge*.

### **Report of the Library Director**

Copies of Ms. Urell's November monthly report for the Town Manager and Town Council were distributed to Trustees.

Copies of Children's Program Flyers were passed around in English and Spanish.

Wilfred LaVoie's wood carving of carousel horse was offered as a gift to the library. Ms. Urell was instructed to get more details about it before a determination as to acceptance could be made.

Trustees approved renewing Ecotarium Museum pass at higher price based on popularity of pass to community resident.

Ms. Urell reported that she has been elected to the Board of the Central Massachusetts Regional Library System for a two-year term. She attended the annual meeting at the newly reopened Worcester Public Library and reported on the keynote speaker, Louise Blalock, Director of the Hartford Public Library, who was chosen as Librarian of the Year 2001 by *Library Journal*.

Capital projects: The smell (sewage?) behind the circulation desk area and in the back hallway in the basement was very bad for a few days. Two staff members were sickened by it. Representative from the Wastewater Treatment Plant used gauge that tests for three kinds of sewer gas but wasn't able to identify any, though he did confirm smell.

Paint: Painting contractor has taken chips and Colantonio had them analyzed at lab. Swatches of plaster were attached. Drywall applicator has been called for consult.

Landscaping: Proposal for plantings by Shrewsbury Nursery designer Nancy Gline was reviewed by Trustees. Trustees would like to see a sketch and a ground plan drawn out and a plan for lawn repair included. Mr. Gaine will ask Pete Cournoyer for a quote.

New round of Library Services and Technology Act (LSTA) grants was just announced. These are competitive library grants administered by the Mass.Board of Library Commissioners from federal funds. December deadline for preliminary Letter of Intent.

Ms. Urell proposed Mary White, Children's Librarian, to attend a three-day institute at Endicott College, Beverly, Mass., in August. The program is called YSLead, organized by the Regional Library

System, to encourage leadership and mentoring among youth services staff. Sixty participants from libraries and schools in Massachusetts will be selected to attend. Ms. Urell proposed Ms. White based on her professionalism in children's services and her 17 years of service to Southbridge. Ms. Dacoles moved to approve the nomination, Mr. Gaine seconded.

Ms. Urell announced that the Jacob Edwards Library was asked to host a **Legislative Breakfast** in March. Ms. Urell agreed and has invited Senator Moore and Representative Carron to attend. Several legislative breakfasts are planned in libraries in Central Mass. in March. They are organized by the Massachusetts Library Association and sponsored generally by the Massachusetts Friends of Libraries. Date for Jacob Edwards Library event has been set for **Friday, March 08, 2002, at 9 a.m.** Ms. Urell asked Trustees to mark their calendars to please attend.

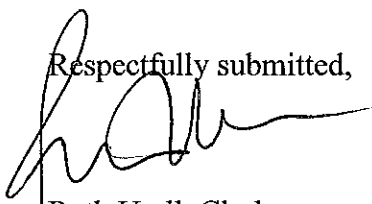
### **Old Business**

Mr. Lenti asked about the level of activity and presence of Literacy Volunteers. Ms. Urell was asked to report on the program activity after next Literacy Volunteers Board meeting.

Public Library Association Bi-Annual Meeting: Ms. Urell proposed attending meeting in Phoenix in March MOVED: Recommend Trustees pay between \$1000-\$1200 to pay for Ruth Urell to attend. Vote wasn't taken last month due to low Trustee attendance. Voted and approved unanimously. (Trustees recommend line item be added to future town budgets to pay for portion of costs.)

**Adjournment** Adjourned at 5:00 p.m. Next meeting 4 o'clock on Thursday, **December 20, 2001.**

Respectfully submitted,



Ruth Urell, Clerk

Jacob Edwards Library

## Meeting Room Policy

The use of the meeting rooms must meet the goals and objectives of the Board of Trustees in providing for the informational, educational, and cultural needs of the community. The meeting rooms are available for educational, literary, philanthropic and civic purposes provided that such use does not interfere with regular library services or programs and that these groups requesting use of the facilities conform to the following rules:

1. Reservation requests must be made in writing at least one month in advance of the meeting date. No group may reserve the facilities more than four (4) times per calendar year. No group or organization may use a meeting room more than once a month.
2. All requests must be submitted to the Library Director. Meeting space is only available during regular library hours and meeting rooms must be cleared at least 10 minutes before the scheduled closing time of the library.
3. All meetings and exhibits shall be free of charge and open to the public.
4. Priorities for use of the meeting rooms are as follows:
  - a. Meetings sponsored by the Library or Friends of the Jacob Edwards Library
  - b. Programs run by Literacy Volunteers of Southbridge
  - c. Events sponsored by local, state, or federal government
  - d. Local non-profit groups
  - e. All other community organizations and groups
5. Permission to meet at the Library does not in any way constitute or imply endorsement or support of the user's policies, beliefs, or programs by the Library staff or Board of Trustees.
6. No smoking or alcoholic beverages are allowed in the Library or meeting rooms. All food and non-alcoholic beverages must be pre-approved and consumed only in designated areas.
7. Groups holding meetings or events are expected to conform to the guidelines and procedures outlined in the Library Procedures Manual.
8. The Board of Trustees is the final arbiter in matters dealing with meeting room use and policy. All appeals must be addressed in writing. The Trustees reserve the right to refuse the use of the Library meeting rooms or cancel any reservation when they deem such action to be in the best interest of the Library and/or the Town of Southbridge.

Adopted by Jacob Edwards Library Board of Trustees November 2001



## Jacob Edwards Library

**Trustees' Meeting**

**December 20, 2001 4:00 p.m.**

**Minutes**

**Call to Order** Ms. Travinski called meeting to order.

**Attendance** Ms. Dacoles, Mr. Lenti, Ms. Muschler, Ms. Travinski, Mr. Mills, Mr. Rizner, Ms. Urell. Absent: Mr. Gaine

**Chairman's Report** Ms. Travinski is working on a plaque and an event to recognize major donors to the building renovation, possibly for February or later in the spring. Ms. Travinski remarked that she is pleased with the media coverage the library has been receiving lately.

**Secretary's Report** Minutes of November meeting were distributed. Mr. Rizner moved to accept, Mr. Lenti seconded. Approved.

<b><u>Treasurer's Report</u></b> Ms. Dacoles reported:	Income:	\$12,079
	Expenditures:	
	Books	\$247
	Ecotarium Pass	\$350
	Town of Southbridge	\$8500
	Holiday Decorations	\$194
	Total Expenditures	\$9,292

Balance: \$41,576

Mr. Mills moved to accept; Mr. Rizner seconded. Approved.

Ms. Dacoles reported that she contacted the Town Treasurer, Ellen McKay, and the Town Accountant, Donald St. Georges, about pledges that were made to the town for three-year terms for library construction. Mrs. Mary Trifone had raised the question regarding her own third-year payment on her pledge. Ms. Dacoles will resolve the question about outstanding library construction pledges with the town's financial department in January.

### **Other Reports:**

**Friends** of Jacob Edwards Library met early in December. Friends are planning a basket raffle in the spring, 2002. Friends are looking into getting notecards of local historic buildings to sell as a fundraiser. (Ms. Urell reported.)

**Correspondence** Thank you letter was received from Andrea J. Carlson of Southbridge High School for class visit on December 12.

The Massachusetts Coalition of Police asked the Trustees to buy an advertisement for a program booklet. Trustees discussed request and concluded it was outside Trustees' mandate. No motion was made.

### **Report of the Library Director**

Copies of Ms. Urell's December monthly report for the Town Manager and Town Council were distributed to Trustees.



Ms. Urell reported on the most recent Literacy Volunteers Board meeting. She inquired about level of current activity at meeting and was given a figure of how many tutors/tutorees are working together. Literacy Volunteers is having some difficulty finding and scheduling specialists for tutor training. The program is less active as a result. There has been a noticeable increase in the availability of the Literacy Volunteers coordinator since the office hours have been extended. Mr. Poirier, Chairman of Literacy Volunteers Board, has been in contact with Ms. Urell several times to make sure problems have been addressed and resolved.

The Massachusetts Board of Library Commissioners requires all libraries to have long-range plans and annual updates on file in Boston in order to qualify for state grants. Ms. Urell filed an FY03 Action Plan, based on July Trustees' retreat, with the MBLC in December. (Copies were distributed at meeting). The Jacob Edwards Library will be required to submit a new Long-Range Plan next year because the plan now on file is more than five years old.

Ms. Urell filed Letters of Intent for two LSTA (Library Services and Technology Act) grants: one for Customer Service (max. award \$7500) and one for Foreign Language Materials (between \$10,000-\$20,000). She will follow up with full applications in 2002.

Permanent staff will receive a COLA of 2 1/2 % retroactive to July 1, 2001, and an additional 2 1/2% increase effective January 1, 2002. The Director will not receive the retroactive increase because she has less than one year's service in Southbridge. Ms. Urell has received approval from the Town Manager to increase pay scale for pages who have worked more than one year at a rate equal to 5% per annum.

Capital Projects: DPW has fixed smell problem: two sewage gas pipes were left unsealed – one behind circulation desk and the other in basement ladies room. Two more leaks were detected in children's rest rooms when DPW did smoke test. DPW has installed a return air vent in History Room that should help with ventilation there. Drywall applications contractor has taken samples of ceiling chips from main reading room to try to analyze problem. Suggestion was that the plastering was done when the building was too cold. No action on landscaping: Mr. Gaine will ask Pete Cournoyer to take a look and make suggestions.

Display cases: Ms. Urell had seen an antique table-top display case for sale and knows of other "jeweler's cases" available. She is looking for a way to display materials, primarily local historical documents and items, in locked cabinets. No decisions were made, but consensus was to find something appropriate for the library as a long term investment. Any expenditure from capital construction account requires prior approval from Town Manager.

The Southbridge Police Department has asked the library to display trophies from police-sponsored youth leagues in town. Trustees were not in favor of displaying trophies on a permanent basis but offered to accept them from time to time as a "sports month" theme with the donation of a display case. Trustees suggested Town Hall or Youth Center as alternative sites. There being no motion, the question was tabled

**Old Business** Ms. Travinski inquired about the Legislative Breakfast plans. Date has been set for March 8, 2002, Friday, at 9 a.m. at the library. Ms. Urell attended a planning meeting in Leominster earlier in the month. She has invited Senator Moore and Representative Carron. She will invite three other representatives for towns in Senator Moore's district. Plans for the breakfasts are coordinated through the Central Mass Legislative planning group, composed of area librarians and the Central Mass Regional Library System's regional director. Funding is provided by Massachusetts Friends of Libraries.

**New Business:** Ms. Urell announced that she had just received notice that the Quinnebaug-Shetucket Heritage Corridor had approved her grant application for a local history project in the amount of \$8,800. She will be attending a planning breakfast in January to learn more about it.

**Adjournment** Mr. Mills moved to adjourn; Mr. Rizner seconded. Adjourned at 5:00 p.m.

Next meeting 4 o'clock on Thursday, January 17, 2002.

Respectfully submitted,

Ruth Urell