

## *Jacob Edwards Library*

**Trustees' Meeting**

**January 17, 2002 4:00 p.m.**

**Minutes**

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

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

**Chairman's Report** Ms. Travinski paid tribute to Daniel Morrill, a former Trustee, Town Councillor, and Friend of the Library who died in January. A moment of silence was observed.

**Secretary's Report** Mr. Lenti moved to accept the minutes of December meeting. Ms. Dacoles seconded. Approved.

**Treasurer's Report** Ms. Dacoles reported:

Income:	\$2,048	
Expenditures:	266	
	Balance:	\$43,358

Ms. Dacoles plans to inquire at the Southbridge Savings Bank about a \$20,000 savings account. The income from Trust Funds goes into the Sovereign Trust Account. Ms. Dacoles will ask the town treasurer how to collect payments of multi-year pledges to the library's capital building account.

**Approval of Bills:** Ms. Travinski asked about the procedure required by Town for payment of bills. Town bills require signature of library director and are forwarded to Town Accountant for payment and additional signatures. Capital expenses require prior approval from Town Manager. Ms. Travinski asked to have a line for "Approval of Trustees' Bills" added to agenda in future so that vote of Trustees could be recorded.

**Approval of Bills** Trustees voted to approve bills presented to Treasurer.

**Friends** Donations to the Friends are being made in memory of Daniel Morrill. Several have been received to date.

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

**Bookmobile:** Bay Path Tech students are painting bookmobile. Ms. Urell asked Donna Silverberg, art teacher at Southbridge High School, if students would consider designing graphics for the bookmobile. Ms. Silverberg is considering the request.

**Staff:** Pages increase did not get on the agenda for the January 7 Town Council meeting. Mr. Coughlin has promised it will be on January 28 agenda.

**Staff:** Mr. Coughlin has asked Ms. Urell to re-advertise circulation assistant position. Ms. Urell noted that the position was advertised for three weeks in November and many candidates have been interviewed, including several from Southbridge. Ms. Urell has re-posted position at Town Hall and in the library until January 25<sup>th</sup> at the request of the Town Manager.

Gift: Photos of the wood carving by Mr. Lavoie were circulated. Trustees voted unanimously to accept the donation of the wood carving for the Children's Room.

Budget: The preparation of FY03 budget was discussed. No date has been set for submission of the budget. Ms. Travinski asked for ideas for laying groundwork for favorable budget review.

Paintings: Ms. Urell asked if there was a plan in place for restoring paintings stacked in Ammidown Room. She hoped to draw particular attention to the need for restoring the Marcy portrait. Mr. Klausmeyer of the Worcester Art Museum had given a broad guesstimate of \$2000 to restore that portrait and more to repair frame. Trustees recalled Mr. Klausmeyer had given a presentation to the Board about restoration and suggested Mr. Mills might have a timeline. Trustees also suggested that there might have been some Arts Council funding for some of the work. Ms. Urell will follow up with Mr. Mills.

Ammidown History room: Ms. Urell raised some concerns about the Ammidown Room. Staff only should handle many items contained therein for conservation or security purposes. There are boxes still packed and questions of security. Staff are responsible for the collection but can't monitor usage given the location of the room. The collections shouldn't be used without close supervision. Mr. Lenti stated that current staffing levels made it impossible to permit public access to the Room. Mr. Lenti moved to restrict public access to the Ammidown Room until staffing levels were sufficient to provide staff supervision of the room during use. Ms. Dacoles seconded. Approved by Trustees.

Display Cases: Trustees suggested sources for display cases, including former jewelers in Southbridge: Lorraine Langevin, John Morin, and Mr. Cormier.

Gift: Ms. Urell informed Trustees that Christine O'Brien donated two color prints and a children's book to the library in December. The prints were her submissions in the annual contest for a Massachusetts State House greeting card. Ms. Dacoles offered to send thanks to Ms. O'Brien.

Acknowledgment of Gifts: Friends of the Library have agreed to pay for library note cards. Ms. Dacoles offered to write thank you letters when cards are ready. She suggested having some pre-printed with a standard gift acknowledgement. Ms. Urell will inquire.

Old Business Mr. Lenti offered a list of names to Ms. Travinski for consideration as candidates for Trustee for Mr. Rizner's seat.

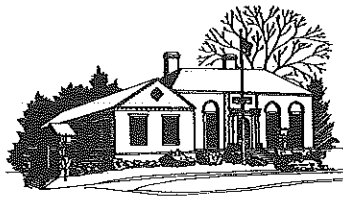
New Business: Ms. Travinski asked how Trustees would like to schedule future meetings since more time was needed to conclude business. Ms. Travinski suggested beginning meetings at 3:00 p.m. in future. Trustees approved new meeting time of 3:00 p.m.

Adjournment Adjourned at 5:00 p.m.

Next meeting **3 o'clock** on Thursday, February 14, 2002

Respectfully submitted,

  
Ruth Urell, Clerk



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## Jacob Edwards Library

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The Ammidown History Room contains the Ammidown Collection, the Genealogy and Local History collections, and various collections of photographs identified as Pease, Tucci, Eaton, and Hebert.

The Ammidown Collection is an 18<sup>th</sup> century gentleman's library. It belonged to Holmes Ammidown, a prominent early citizen of Southbridge. The contents of the collection are not currently available due to their fragile condition. Plans are underway for a preservation program for the Ammidown Collection.

Patrons wishing to use the collections in the Ammidown Room are welcome to browse the online catalog at the library or via the Internet at:

<http://catalog.cwmars.org/>

Library staff will retrieve specific items from the Ammidown Room for patron use in the reference area of the library. Patrons will need photo identification and are asked to sign in at the circulation desk to use materials from the Ammidown Room. Decisions to photocopy Ammidown materials will be made by the staff based on the condition and conservation needs of the material.

Library staff will try to accommodate all reasonable requests. It may be necessary in some instances to consult with the Reference Librarian for assistance with some research and genealogical requests. Patrons are invited to set up an appointment with the Reference Librarian, who may not be available on a walk-in basis. Please call the library during open hours at 508-764-5426 x105 for more information.

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From the Jacob Edwards Library Trustees' *Minutes of Meeting January 17, 2002*:

"Staff only should handle many items contained in the Ammidown History room for conservation or security purposes. .... Current staffing levels make public access impossible. Motion made to restrict public access to the Ammidown Room, seconded and approved by a vote of the Trustees."



## Jacob Edwards Library

Trustees' Meeting

February 14, 2002 3:00 p.m.

Minutes

**Call to Order** Ms. Travinski called meeting to order when a quorum was present at 3:20 p.m.

**Attendance** Ms. Dacoles, Ms. Muschler, Ms. Travinski, Mr. Gaine, Ms. Urell.

**Chairman's Report** Donor Recognition Subcommittee met and selected a slate plaque in terracotta and black. The subcommittee discussed where to hang a plaque for maximum visibility. There will also be a directory made from the same slate to be hung on one of the pillars at the bottom of the stairway/entrance. The subcommittee decided to leave exact language and layout suggestions to the artist/designer. Mr. Gaine moved to accept the recommendations of the subcommittee and indicated he would vote to give the group considerable latitude in making final decisions.

**Secretary's Report** Mr. Gaine moved to accept the minutes of January meeting. Ms. Dacoles seconded. Approved.

**Treasurer's Report** Ms. Dacoles reported:

Income:	\$15,500	from Wells Bookmobile Grant
Expenditures:	\$8,500	contribution to town
	4,710.04	Expenses & Book payments
		Savers' Coop Balance: \$24,925

Ms. Dacoles determined balance of savings account at the Southbridge Savings Bank is \$20,081.

Ms. Dacoles has been reviewing Trustees minutes since the 1980's. She learned that the contributions to the town from the Trustees began by a vote of the Trustees in the early 1980's when the town was in financial hard times.

**Approval of Bills** Ms. Muschler moved to approve invoices presented to Trustees for payment. Mr. Gaine seconded. Vote to approve.

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

**Budget:** Ms. Urell distributed draft job descriptions for two proposed positions to be added. Ms. Travinski suggested it would be helpful if the Trustees could see an overall view of staff positions and what each position's responsibilities are. She suggested the Trustees be given a review of current grants and special projects also.

**Legislative Breakfast:** Ms. Urell is finalizing details and arrangements for March 8 at 9 a.m. Programs are being printed at Central Mass. Regional Library. Speakers are engaged and Friends and staff are providing food. Ms. Urell asked all Trustees to make special effort to be present.

**New Business:** Ms. Dacoles read in old minutes that paintings belonging to the library had been loaned to Old Sturbridge Village. She asked if the paintings had been returned. If not, she'd like to write a follow up letter requesting their return. No one present could ascertain what paintings were in question.

**Adjournment** Adjourned at 4:30 p.m.

**Next meeting 3 o'clock on Thursday, March 21, 2002**

Respectfully submitted,

Ruth Urell, Clerk

*Jacob Edwards Library*

**Jacob Edwards Library**

## Trustees' Meeting

## Minutes

**March 21, 2002 3:00 p.m.**

**Call to Order** Ms. Travinski called meeting to order at 3:05 p.m.

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

**Chairman's Report** Ms. Travinski reported that she requested a meeting between the Town Manager and the Trustees to review the library budget. The Town Manager responded through a message from Mr. St. Georges, the Finance Director, to Ms. Urell saying that input from the Trustees was inappropriate at this time. Ms. Travinski noted that after this point, the Trustees input has little value. Ms. Travinski noted that the Trustees have a right and a responsibility to speak on the budget and they have been refused access.

**Secretary's Report** Mr. Gainie moved to accept the minutes of January meeting. Mr. Mills seconded. Approved.

**Treasurer's Report** Ms. Dacoles reported: Income: Snell Family \$100;  
Grace Edwards Trust \$1600.  
Expended \$2,090 from Dirlam Morris Trust for laptop computer (Dell Corp.)  
Balance ending February 2002: \$58,862;  
Balance ending March 2002: \$57,818.

Mr. Gaine moved to accept report; Mr. Mills seconded.

**Approval of Trustees Invoices:** Mr. Lenti moved to approve invoices presented to Trustees for payment. Mr. Rizner seconded.

**Correspondence:** Ms. Dacoles reported on a letter received from Mountain, Dearborn & Whiting, Esqs., regarding a bequest given by Jane Bergman to the library.

### Report of the Library Director

**Capital Projects:** There was a meeting at the library on March 6 with representatives of Colantonio Construction, Ed Bourget of architects' office, U.S. Gypsum, and members of the Southbridge DPW and Library staff to review peeling ceiling paint problem. Commitment was made by representative of Colantonio that problem would be diagnosed so that it can be fixed. Unsure if cause is paint or plaster. Problem is in several areas of ceiling throughout library – children's room, basement entry, and main reading room.

Signage: Representative of Sunshine Sign company who did signs at Worcester Public Library will do a site visit at Jacob Edwards Library next week to finish and clarify signs.

Window Treatments: Ms. Urell presented information from Frangelique, Desa, Atwood, and 3M regarding sun control in reading room. Most practical solution sought and recommended by architects was for film treatment of windows. Quote provided for \$5160 by New England Sun Control. Mr. Mills moved to use 3M Window Film treatment on windows to control sun; Mr. Rizner seconded. Approved. Ms. Urell will seek approval from Town Manager for capital expenditure. Ms. Urell asked for other treatments to be considered after sun control is completed.

Shelving: Ms. Urell recommended purchasing steel shelving from Library Bureau to complete unfinished shelving throughout library. Quote provided by S&V Associates for Library Bureau for \$12,952.89. Motion made by Ms. Dacoles to approve; seconded Mr. Mills. Approved. Ms. Urell will seek approval from Town Manager for capital expenditure.

Frame: Motion to approve expending \$150 to frame new topographical map of Southbridge. Moved Mr. Rizner, seconded Mr. Lenti. Approved. Ms. Urell will seek approval from Town Manager for capital expenditure.

Other capital projects: Ms. Urell reported that she had received a quote from David Gow, Clock Maker, to repair antique tall case clock in her office for \$4000 - \$4500. Estimated restoration and repair of Marcy portrait is for \$2500 from Philip Klausmeyer. Mr. Mills suggested building problems should be fixed before restoration efforts begin

Downtown Partnership: Block grant is under review by Downtown Partnership to determine streetscape expenditures for downtown beautification. Possibilities include lighting, trash receptacles, and planters. Library interests will be considered when library frontage is included in plan.

CWMARS: Ms. Urell reported that Central and Western Mass. catalog and patron databases are going to be divided beginning March 25. System is expected to be down for several days while split is implemented. After June, the systems will be able to interface again but they won't share a catalog or patron database directly.

Budget: Ms. Urell reported that her budget proposal had been reduced by the Town Manager. Two new proposed positions (Community Services/Outreach Librarian and Bookkeeper/Secretary/ Administrative Assistant) were eliminated; pages increases were cut back to minimum wage; amounts for professional development, mileage, conferences, memberships and book expenditures were reduced from proposed amounts. Ms. Urell expressed frustration that there isn't enough staff to adequately monitor larger library building or fulfill projects that would benefit patrons. She cited a \$20,000 possible state grant for developing language collections that the library couldn't apply for since no one could write the proposal or administer the grant if it was received. Ms. Urell expressed concern that there are times when the staff available cannot adequately serve patrons, such as afterschool hours and Saturdays and evenings. She further reported that some patron needs are more labor intensive than in the past given the help people require with reference books, homework assignments, research, and computers, microfilm reader/printers, and other technology equipment. Mr. Rizner noted that there is a gap between the potential of the library program and the reality of what the current staff can do. Ms. Travinski noted that the Town Council was aware that a larger building meant more maintenance and upkeep and staff expenses. She noted that the book budget and adequate staffing levels should be funded. Ms. Muschler asked about the current library hours. Ms. Urell responded that the library has to be open the current number of hours (50) in order to meet the state minimum requirement. Ms. Muschler wondered if there should be a review of library programs to see if any could be reduced or eliminated to consolidate staff time and resources. Several Trustees questioned the feasibility of running a bookmobile if staff is already stretched thin.

Community Connections: Ms. Urell reported that she had proposed a \$2000 project to purchase early childhood learning materials and parenting books and tapes. The proposal has been approved for funding by Community Connections.

Public Library Association Conference March, 2002: Ms. Urell reported on the workshops, exhibits, and plenary sessions. She thanked the Trustees for funding her trip. Ms. Urell found the conference worthwhile and informative. It was focused for public libraries specifically and had many useful tips for library administrators as well as program ideas and suggestions. The next PLA conference is in February 2004 in Seattle.

Disruptive Patron Policy: A copy of the policy was distributed for review. Ms. Urell reported that there was a patron complaint filed this month about a patron's body odor and unhygienic appearance. Ms. Urell has reviewed the patron's situation with the police chief and other town department heads. It was suggested that she contact Tradewinds for further help.

Personnel: Ms. Urell noted that one of the library pages will be replaced since she stopped reporting for work a few weeks ago. Ms. Travinski noted that Ms. Urell has completed her first year with the library and suggested that the Trustees should work on a performance evaluation. Ms. Travinski said it's clear that the Trustees are happy with Ms. Urell's performance and she would like to formally note that for the record. Mr. Rizner has a self-evaluation form that he will send Ms. Travinski.

Morrill Gift: The family of Daniel Morrill would like to give a gift of a "reading nook" to the library, since Mr. Morrill spent many pleasant hours reading in the library. Trustees approved Ms. Urell and Mrs. Morrill selecting some furnishings for a "nook."

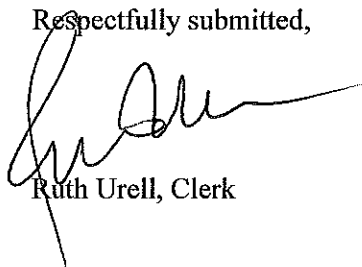
**Old Business:** Ms. Travinski and Ms. Dacles raised question about plaque and landscaping. Ms. Urell will contact company in Maine regarding plaque. Mr. Gaine will ask Pete Cournoyer for a landscape plan.

**New Business:** An evening with Patrick Ireland, Ph. D., of Holy Cross, is planned for Thursday, April 18<sup>th</sup> for a literary program to celebrate National Library Week. Friends of Jacob Edwards Library will pay Dr. Ireland's honorarium. Trustees were asked to mark the date!

**Adjournment** Adjourned at 4:40 p.m.

**Next meeting 3 o'clock on Thursday, April 18, 2002**

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Ruth Urell', is written over the typed name.

Ruth Urell, Clerk



# *Jacob Edwards Library*

## **Jacob Edwards Library**

**Trustees' Meeting**

**Minutes**

**April 18, 2002 3:00 p.m.**

**Call to Order** Ms. Travinski called meeting to order at 3:05 p.m.

**Attendance** Mr. Lenti, Mr. Mills, Ms. Muschler, Ms. Travinski, Mr. Gaine, Ms. Urell.

**Chairman's Report** Ms. Travinski reported that she, Ms. Muschler, Mr. Lenti, Ms. Dacoles, and Ms. Urell were present at budget review by Education and Human Services subcommittee of the Town Council. Ms. Travinski spoke at the hearing about the children's program, the growth of the library, the increased size of the building, and the staffing needs. Ms. Urell responded to questions.

**Secretary's Report** Mr. Lenti moved to accept the minutes of March meeting. Mr. Mills seconded. Approved.

**Treasurer's Report** Treasurer absent.

**Approval of Trustees Invoices:** None presented.

**Correspondence** Two letters from book donors read.

**Friends:** Friends are holding a basket raffle during April/May – baskets are on display in main reading room. Friends are having difficulty recruiting officers to their Board. Help solicited from trustees to recruit, especially Treasurer since current Friends' Treasurer is moving out of the area.

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

Capital Projects: Peeling paint: Hamer D. Clarke, DPW, working on it. Signage: Include directory with signage rather than with donor plaque. Window Treatments: Motion to approve using heavy-duty film covering for window in computing area. Motion made and approved. Noted that there will be a slight reflective quality to the outside of that window but film necessary for that east window because direct sun is making it impossible to see computer screens. Shelving: In progress.

Picnic Table: Staff have again requested a picnic table for staff use. Mr. Gaine offered to take care of it.

Sewage: Ms. Urell reported that toilets had backed up and sewage overflowed into boiler room on Friday, April 5. Noted that this is at least the fourth or fifth time this back up has occurred in several locations in the basement. Noted that Slim's Sewer has cleaned out lines regularly during the past two years. Ms. Urell reported that the entire building smelled bad that afternoon and Mr. Chenevert was so sickened by the cleanup that she sent him home for the remainder of the day. The children's room still smelled on Monday morning and the children's staff had to open all the doors and windows to air it out quickly before the first program began Monday morning. Ms. Urell called Hamer D. Clarke, DPW head about it. He said he would instruct Mr. Chenevert, custodian, to flush out pipes on a regular basis to avoid this problem. He said the problem is there's not enough water flushing out the low-flow toilets, mandatory by law, on the ground floor.



Literacy Volunteers: Pieter Nijssen has resigned as Program Coordinator.

Pages: Ms. Urell informed Trustees no increase for pages is in next year's budget as recommended by Town Manager. Ms. Urell believes pages should be on a step basis.

Morrill Gift: The new reading nook given in memory of Daniel Morrill by his family will be unveiled this evening before Dr. Patrick Ireland's lecture.

Lavoie Woodcarving: Two police officers joined former Officer Lavoie to present carousel woodcarving to children's department. Accepted by Mrs. White on behalf of the library.

Ship in Town Hall: George Fournier, Chief of Operations of the DPW, asked Ms. Urell to take the model ship from the town hall to the library. Ms. Urell asked Trustees about it. Trustees suggested it would be appropriate for the AO museum since it was commissioned by George W. Wells.

CWMARS: Split was accomplished during the month – some "downtime" resulted. Ms. Pena commended for outstanding management of the changes, upgrade, and instructing staff in new software. Trustees asked Ms. Urell to write letter of commendation.

Downtown Partnership: Ms. Urell asked for a Trustee liaison to this group since some of their work affects the library. Mr. Mills will represent library. Ms. Urell will confirm future meeting dates and send to Mr. Mills.

Landscaping: Ms. Travinski asked about status of landscaping. There is no current plan on file. Mr. Gaine will ask Mr. Cournoyer about it.

Library Legislative Day: Ms. Urell attended legislative day in Boston on April 10<sup>th</sup>.

Budget Budget recommended by the Town Manager will be reviewed by the Education and Human Services subcommittee of the Town Council next Thursday evening. Ms. Urell will be there to answer questions.

Website: Town has contracted with a consultant to design and maintain town website.

### **Old Business**

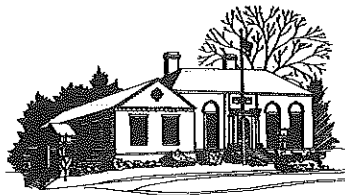
### **New Business:**

**Adjournment** Adjourned at 4:40 p.m.

Next meeting **3 o'clock** on Thursday, May 16<sup>th</sup>, 2002

Respectfully submitted,

  
Ruth Urell, Clerk



# *Jacob Edwards Library*

## **Jacob Edwards Library**

**Trustees' Meeting**

**Minutes**

**May 16, 2002 3:00 p.m.**

**Call to Order** Ms. Travinski called meeting to order at 4:10 p.m. when a quorum was present.

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

**Chairman's Report** Ms. Travinski asked Ms. Muschler to chair a nominating committee for Trustee vacancy appointment/s. Please give names of candidates for Trustee to Ms. Muschler.

**Secretary's Report** Ms. Dacoles moved to accept the minutes of April meeting. Ms. Muschler seconded. Approved.

**Treasurer's Report** Treasurer reported receipt of gifts: \$1000 Ted Ashton/Straetz Foundation; \$150 Sue Jacklin; \$ Riel Family (Memorial donations). Balance of \$58,000 ? Trustees' Fund balance \$11,000. Ms. Dacoles will give \$8500 to town in June.

**Approval of Trustees Invoices:** Motion made Mr. Lenti; second Ms. Muschler. Approved:

**Correspondence** Ms. Urell read a letter from Arnold Lanni to the Town Manager conveying his satisfaction with research help he received from Ms. Morrissey and Ms. Pena.

Ms. Urell received a letter thanking her for participating in the Southbridge Community Connections planning retreat.

**Friends:** The friends held a basket raffle, book sale and annual meeting in April. Proceeds from the Basket Raffle have not been reported yet.

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

**Capital Projects:** Ms. Urell reported on many capital projects and repairs that she is working on.

**Picnic Table:** Ms. Urell was contacted by Gary Fontaine on behalf of the Lions Club to notify her that the Lions Club was prepared to donate money for a picnic table. She's awaiting further word or a check.

**Literacy Volunteers:** Ms. Urell is on the search committee for a new Program Coordinator. She has reviewed resumes and interviewed candidates with other members of the search committee.

**Ceiling repairs:** Colantonio & Forbes were at the library a week ago to review problem and propose solution. Ms. Urell contacted Mr. Clarke to ask him to lend expertise to the discussion. Forbes will scrape, repair, and paint ceilings in children's room, downstairs back hall, and main reading room from June 4 through June 8. Ms. Urell expressed concern about potential problems with plaster dust, especially regarding valuable paintings, computers, the clock above main doorway, and books. She asked if Trustees could guide her to arrange for a 'clerk of the

works' for the project, which involves someone associated with the library or town taking a careful approach to the special needs of the library in a disruptive situation. Ms. Travinski suggested Ms. Urell write to the Town Manager about this. The library will be closed from June 4 through June 8<sup>th</sup>. The staff will be reassigned to special projects and off-site library visits and tours during that week.

Summer Schedule: The library will be closed Saturdays from Memorial Day through Labor Day. Moved Paula Dacoles; second Carol Muschler. Approved.

Downtown Partnership: Mr. Mills cannot serve as liaison to this working group. Ms. Dacoles will contact Maureen Prokos, Membership Coordinator, to enroll the library as a member. Motion made by Mr. Lenti, seconded by Ms. Dacoles. Approved. Ms. Travinski will attend the next meeting of the group. Ms. Urell gave Ms. Travinski a copy of the minutes of the group's last meeting. Ms. Urell clarified the roles of the Downtown Partnership and the Improvements subcommittee, who are charged with making recommendations regarding spending the block grant that the town received.

Website: Library staff are working with David Xanatos to prepare the library pages in the town website. (We've arranged to keep the domain name: southbridgelibrary.org separately so that patrons will have easy access to our part of the site with this short mnemonic.)

Events: Ms. Urell and staff are planning three events: Fall 02: a tea event; a children's author/ and illustrator; and Shakespeare's Garden program next spring.

Museum & Library Archives Institute: Ms. Urell proposed attending a two-day symposium in Wilbraham covering local history collections, with Ms. Morrissey, at a cost of \$165 from the Trustees and \$95 from the "conferences" account balance in town budget. Ms. Dacoles approved, Mr. Lenti seconded.

Futures Institute: Ms. Urell has applied to the Board of Library Commissioners to attend a Futures Institute held by the Board of Library Commissioners at Worcester Polytechnic Institute in June. Several guest speakers of national renown are scheduled. If her application is approved, there will be no charge to Southbridge for her to attend. Ms. Dacoles, Ms. Muschler seconded.

Landscaping: Ms. Travinski asked Ms. Urell to call Pete Cournoyer to ask him to do a landscaping plan. Ms. Travinski asked Ms. Urell to remind Mr. Cournoyer that he agreed to do so.

Tuition: Ms. Urell asked Trustees to support request of staff member for tuition assistance towards an M.L.S. degree. Trustees did not recall a commitment to supporting tuition. Ms. Urell read from a document from 1988 that provided for \$200 per course: "Payment from trust funds will be authorized up to two hundred dollars (\$200) for the course or educational activity, and must be applied against an actual expense incurred." ["Guidelines for Educational Support from Library Trust Funds: Jacob Edwards Library: 5/88] Ms. Urell has asked the Town Manager for support also. He hasn't responded to her request. Ms. Urell pointed out to the Trustees that the Jacob Edwards Library rank is very low in the state for number of staff holding professional certification for a community the size of Southbridge (rank for population group is 49/51). Ms. Urell fully supports this request for a hard-working, diligent, and loyal member of the staff who has undertaken this coursework on her own initiative.

**Cataloging Project** Ms. Urell passed around samples of the work that has been done by a contract cataloger through a grant from the Central Massachusetts Regional Library System. Almost 100 local historical items have been cataloged for the first time and are now accessible through the online catalog. The Jacob Edwards Library applied for another round of grant funds to continue this project; Ms. Urell estimates at least 100 more items need similar treatment. The application for the next round was approved for July 1, but because a very limited amount of money was available, it's anticipated that only about 10 more items will be added to the catalog. The Trustees did

not support adding funds to this project. Ms. Travinski asked if the Massachusetts Cultural Council funds could be used. Ms. Urell said no. Ms. Travinski suggested approaching the Southbridge Historical Society for support. Ms. Urell mentioned that she had just visited a special collection in Amherst recently and that perhaps she and the Trustees should schedule a special session to discuss the local history collection and provenance issues.

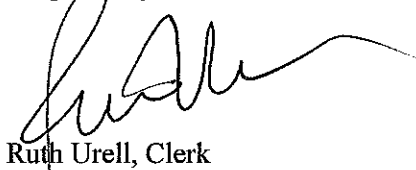
**Old Business** Ms. Muschler showed the design and size of the plaque. There was discussion about the size of the font to be used. The Board approved the design and placement of the plaque. The date for the donor recognition is tentatively scheduled for Monday, September 30<sup>th</sup>, pending confirmation with the Town Council calendar.

**New Business:** Ms. Muschler was nominated by Ms. Dacoles to be Vice-Chairman of the Board of Trustees. Seconded by Mr. Lenti. Approved. Congratulations!

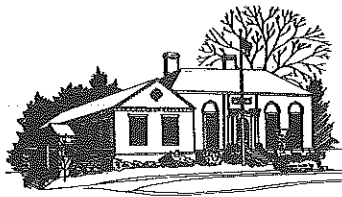
**Adjournment** Adjourned at 5:40 p.m.

**Next meeting 3 o'clock on Thursday, June 20th, 2002.**

Respectfully submitted,



Ruth Urell, Clerk



## *Jacob Edwards Library*

**Special Meeting of the Trustees**

**Minutes**

**May 24, 2002 8:00 a.m.**

**Call to Order**

Ms. Travinski called meeting to order at 8:10 a.m.

**Attendance**

Ms. Muschler, Ms. Dacoles, Ms. Travinski, Mr. Lenti, Mr. Gaine, Mr. Mills, Ms. Urell

**Chairman's Report:** Ms. Travinski convened the special meeting of the Trustees in response to an announcement by the Town Manager that he intended to cut specific parts of the FY03 library personnel budget.

The Trustees deliberated about what course of action to take to avoid these cuts. The Trustees decided to call all members of the Town Council to ask them to preserve the library budget based on the following logic:

1. The library cannot be open 50 hours per week with any less staff than it currently has;
2. The library staff is already stretched to its maximum capacity to serve the public during the requisite fifty hours per week, especially since the staff has not been increased adequately since the library space was increased substantially two years ago;
3. If the library is not open 50 hours per week, it will lose state certification;
4. The results of losing state certification for town residents would be manifold, including the loss of direct state aid averaging \$35,000;
5. The library cannot absorb any additional cuts to its FY03 budget. The budget proposed by the library for FY03 called for two full-time positions to alleviate staffing shortages. The Town Manager removed those two full-time positions from the library's budget and instructed the Library Director to make additional cuts to the FY03 budget. The Library Director appealed to the Town Manager to maintain proposed funding but was instructed to make additional cuts to the FY03 library budget. The library budget, after additional cuts, was presented to the Town Council's Education and Human Services Subcommittee and approved on April 25<sup>th</sup>. The FY03 library budget, as recommended by the Town Manager, was approved by the full Town Council on May 20<sup>th</sup>.

Each of the six Trustees in attendance assured the Library Director and all library staff that they would work to preserve adequate funding levels for the library budget. They will each phone all thirteen Town Councilors before the Council meeting Tuesday evening to ask for their support of the library budget as passed at last Monday's Council meeting.

Meeting adjourned at 9:05 a.m.

Respectfully submitted,

Ruth Urell, Clerk