

Jacob Edwards Library

Trustees Meeting

January 16, 2003 3:00 p.m.

Minutes

Call to Order: Chairman Travinski called meeting to order.

Attendance: Ms. Travinski, Ms. Muschler, Ms. Dacoles, Mr. Rodriguez, Mr. Mills, Ms. Urell

Chairman's Report: Ms. Travinski reported that she had met with representatives of Sunshine Sign Co., Ms. Urell, and Ms. Morrissey and reviewed signage proposed for the library. Ms. Travinski is in favor of the design proposed and will report again to the Trustees.

Secretary's Report: Minutes of December and November meetings were approved: Motion Ms. Dacoles, second Ms. Muschler

Treasurer's Report: Balance in Savers account: \$99,372. Moved to accept report: Mr. Mills, Second: Ms. Muschler.

Ms. Dacoles is purchasing a pewter bowl on behalf of the Trustees as a retirement gift for Mary White, who retired as Children's Librarian. Ms. Dacoles was asked to invite Mrs. White out for lunch to present her with the bowl.

Friends: Membership renewals are being sent out by Friends. Friends will host Saturday coffees one Saturday per month beginning January 26th. Friends are working on bookmarks and brochures promoting membership in Friends. Ms. Urell would like to proof printed materials from Friends before final printing. Ms. Muschler asked Ms. Urell to take up with Ms. Joan Greenberg, Friends President.

Librarian's Report:

Children's Librarian: Karla Gartsu has been hired as the new Children's Librarian. She will begin work February 3rd. Ms. Urell introduced her to the Trustees.

Gates Foundation Grant: Ms. Urell reported that she had attended a day-long workshop in preparation for the new Gates Foundation grant award of four computers. The new computers will vastly improve the library's public computing program with high quality software and technology and two days of customized staff training. This is tentatively scheduled for March 2003.

Wells Foundation: Ms. Urell received a negative response to her grant proposal for adult programs from the Wells Foundation. The Foundation officials replied that there had been unprecedented numbers of applications and demand for funding and they were unable to satisfy all requests.

Fines: Ms. Urell would like to delay implementing fine increases voted last month, given the recent vote by the Town Council to raise taxes for the first time in many years and the bleak financial news from the state. She asked the Trustees to vote to keep the current fine structure in place until a better time arises. Moved and voted.

Preservation Survey: Ms. Urell is applying for a state grant for up to \$2500 to engage a preservationist to assess long term collection needs for conservation and preservation of the library's collections, particularly the local history and Ammidown collections. The grant proposal requires a commitment of \$500 in local funding. Ms. Urell asked the Trustees to approve that amount. Mr. Mills moved to approve \$500 expenditure; Ms. Dacoles seconded. Approved.

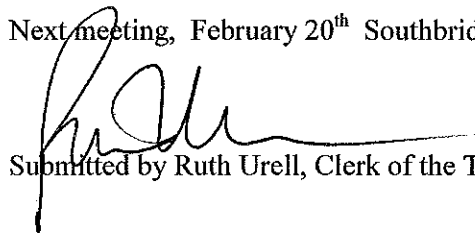
Snow and ice in parking lot: Ms. Urell informed Trustees that the back grassy slope on the north side of the building (outside the children's room) has melting snow and ice continuously causing slippery conditions in the parking lot and near the back walkway. She asked Trustees if there was a way to prevent this problem and suggested that the lot should be leveled to try to alleviate the situation but was informed that was cost prohibitive. Mr. Mills suggested that this area could be plowed towards the east end of the parking lot to minimize melting and run-off.

Old Business: Ms. Muschler reported that one of the small plaques to honor donors had been returned to Harpswell House in Maine for amendment.

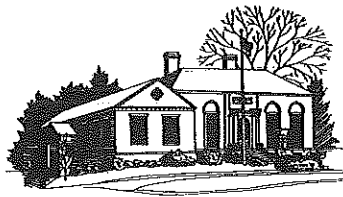
Ms. Dacoles asked if a decision had been made regarding purchasing something in memory of Ray Lenti that could be engraved or otherwise marked in his honor, according to his family's wishes. Trustees agreed that a display case to match the one recently added to the main reading room would be appropriate and Trustees will make up cost difference if necessary between memorial funds donated and purchase price.

Meeting Adjourned at 4:35 p.m. so that Trustees could begin a short evening retreat for the remainder of the evening.

Next meeting, February 20th Southbridge Room, 3p.m.



Submitted by Ruth Urell, Clerk of the Trustees



Jacob Edwards Library

February 20, 2003 3:00 p.m. Trustees' Minutes

Call to Order: Vice- Chairman Muschler called meeting to order.

Attendance: Ms. Muschler, Mr. Gaine, Mr. Rodriguez, Mr. Lachapelle, Mr. Mills, Ms. Urell

Chairman's Report: One of the small donor plaques was amended. The plaques now read:
Elevator: Gift of George Wells Foundation; American Optical Company Foundation
Children's Room: Gift of Hyde/Dexter-Russell Charitable Foundation

Secretary's Report: Minutes of January meeting were approved: Motion Mr. Gaine, second Mr. Mills

Treasurer's Report: Treasurer absent.

Friends: Friends are hosting Saturday morning coffees monthly during winter. They are actively recruiting new members and annual renewals have been sent out.

Librarian's Report:

Lenti Donations: New display case to match oak/glass case purchased last year price is approximately \$2200, depending on discount and shipping charges. Lenti memorial total is approximately \$1475. Do the Trustees want to make up the balance between the memorial donations and the final price of a display case? Mr. Lachapelle made motion to purchase display case in memory of Ray Lenti, with difference between donations and price to be made up by Trustee funds. Mr. Gaine seconded. Mr. Mills will inform Ms. Sylvia Lenti of decision. A small plaque will be purchased to mark case when it is received.

Tuition: Ms. Urell presented Application for Educational Support from Ms. Morrissey for coursework toward Master of Library Science degree. Ms. Urell recommended approval of Application as consistent with Trustees' Tuition Policy. Mr. Rodriguez moved to recommend Trustees' approval, Mr. Mills seconded. Application signed by Ms. Muschler for Trustees. Reimbursement for 50% of tuition cost will be awarded when course is completed.

Policy Review: Ms. Urell asked for Trustees' guidance regarding Meeting Room Policy, vis a vis parking limitations and food odors from Pioppi Room. Trustees advised using booking form to review these issues on a case-by-case basis when application for room use is received.

Collection Development Policy: Ms. Urell asked for review of a draft collection development policy. Trustees discussed policy and approved unanimously. Copy of policy is attached.

Mission Statement: Ms. Urell circulated copies of a draft revised mission statement. Trustees will discuss at next meeting after considering current mission statement.

Bookmobile: Ms. Urell circulated a picture of a bookmobile available secondhand from a reliable manufacturer in Ohio and discussed the bookmobile programs currently in place in Natick and Westford. Mr. Gaine expressed support for the project for Southbridge. Mr. Gaine suggested also that local merchants and businesses might be inclined to support such a vehicle if their names were visible on it.

Trustees suggested possibility of inquiring if neighboring libraries would be interested in sharing a bookmobile. Ms. Urell was requested to follow-up questions about maintenance, storage, and fueling vehicle with Acting Town Manager and Director of Public Works. Trustees are interested in making sure that operating expenditures for a bookmobile will be included in next budget. Mr. Lachappelle volunteered to represent Trustees for a meeting with Acting Town Manager and Director of Public Works. Ms. Urell and he will arrange a time.

Request to Purchase: Ms. Urell asked Trustees to review book that she was asked to purchase written by Rev. Shaw. Mr. Mills recused himself from discussion as familiar with author. Trustees asked Ms. Urell what guidelines she would use to make decision: Ms. Urell discussed parameters of local history purchases and guiding principles used to purchase materials relating to religion. If purchased under local history guidelines, the subject would have to make a contribution to history or genealogy of Southbridge area; if purchased to add to religion collection, would have to have been reviewed in major reviewing sources like Library Journal, Booklist, Kirkus Reviews, or Publishers' Weekly. The same criteria is used to accept gifts. Trustees commended author on publication of book but declined to purchase on the basis that the content of the book did not have local significance nor was it reviewed within the usual nonfiction review guidelines. Mr. Lachappelle moved not to purchase; Mr. Rodriguez seconded; unanimous with one abstention.

Capital Projects: Several projects currently underway, including signage, cabling, landscaping, and shelving. Dataloggers have been installed inside and outside the window of the history room and in the stacks at our request. They are provided without charge by the Massachusetts Board of Library Commissioners through the preservation specialist, Gregor Trinkaus-Randall, who installed them and is tracking the data. Ms. Urell asked for advice regarding sun control on computers for two windows that were treated with 3M Film coverage to reduce glare. Morning winter sun is causing problems for people who can't see computer screens. 3M representative reported to Ms. Urell that additional film could be placed on windows but it would substantially darken windows. Ms. Urell does not recommend that solution. Trustees suggested looking into blinds that would provide coverage from the bottom up when required. Mr. Mills will follow up with Ms. Urell.

Spoon River Anthology: Program will be presented in March. Date tba; Ms. Urell is coordinating plans with artist and performer. Both are donating services gratis.

Southbridge History Project: While expenditure of funds for this project is finished, the film editor is continuing to provide post-production work on a pro bono basis. Ms. Urell is working with him on weekends and evenings to try to finish editing and proofing the work. They are scanning historic photographs and adding them to the film footage.

Administrative Matters: The library hosted the January 29th Town Manager's Department Heads' Meeting. Ms. Urell was required to transfer \$9000 from salary account to cover sick leave buy back and increased longevity benefits awarded without funding to the newly unionized library employees. Other budget expenditures are generally as scheduled, except for slightly high amounts in repairs and maintenance, particularly with the elevator, alarm systems, and other maintenance contracts and technology maintenance. After many attempts and Ms. Urell's advocacy at Council Subcommittee meetings and to the former Town Manager and Town Accountant, the pages were finally granted a 5% increase and a new position was created called "Library Aide." Ms. Urell has submitted proposal and documentation to the Acting Town Manager to regrade one library page to new Library Aide category.

Globe Village painting reproduction rights: After discussing with Acting Town Manager, Ms. Urell has consulted Koppleman and Paige for legal advice. No decision yet.

Ms. Urell convened an all-library staff meeting after normal library hours so that Safety Procedures could be reviewed with a representative from the Southbridge Police Department. Detective Shane Woodson was present and he and Ms. Urell and public services staff jointly reviewed safety concerns and procedures regarding both patrons and staff safety.

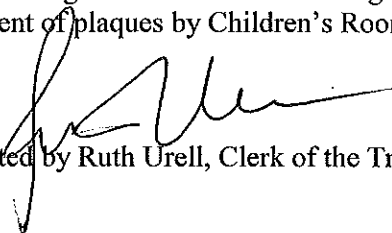
Old Business: Motion was made to implement new fines as discussed at prior Trustees meeting. Mr. Mills moved to approve, Mr. Lachappelle seconded. Voted and approved.

Trustees have reviewed Ms. Urell's request for a performance evaluation for her file and will form a subcommittee to do a review. Mr. Rodriguez will look for sample forms.

New Business: Mr. Rodriguez was congratulated on his new position as Director of Centros Las Americas in Worcester on March 3rd.

Adjournment.

Next meeting March 20th Southbridge Room, 3p.m. Some Trustees will arrive at 2:45 to review placement of plaques by Children's Room and Elevator.



Submitted by Ruth Urell, Clerk of the Trustees

Materials Selection Policy

A. Collection Development

The professional library staff members will be responsible for the selection and withdrawal of library materials. Selections will be made based on the needs and desires of the library community within the limitations of space and budget and in accordance with the goals of the Library Mission Statement. Professional journals, reviews and popular review sources will aid in the selection of materials. Factors which influence the materials selection process include content, authority of author and publisher, popularity of author, current interest in subject, relative value in the field covered by the material, local and historical interest and maintenance of a balanced collection. The library staff also welcomes advice and suggestions from members of the community, trustees, and authorities in various fields. Selection and withdrawal processes will be cooperative. The professional library staff is responsible, however, for judging the needs of its collections and the community it serves, and they must make the final choices.

Final authority for the determination of the materials selection policy is vested in the Board of Trustees. The Board has delegated this authority to the Library Director. The Library Director may then delegate to specific staff members the responsibility for the selection and withdrawal of materials in special areas of the collection. These recommendations are always subject to review by the Director.

B. Withdrawal of Materials

Materials are regularly withdrawn from the library collections. This process, weeding, is based on several factors. Materials that are out-of-date, badly worn or damaged or no longer used may be discarded from the collection. Space, the cost of replacement, the appearance of the collection and historical value are all taken into consideration. The professional library staff, under the direction of the Library Director, will be responsible for evaluating and weeding the library collections.

C. Gifts

Gifts of books and other materials are accepted with the understanding that they may be used or disposed of as the library sees fit. Gift materials are subject to the selection criteria outlined in this policy. Replacements and duplicate copies are added to the collection only if needed. The costs of processing and the availability of shelf space are also factors in determining the acceptance of gifts. The library may be unable to provide evaluations of gifts for tax deduction or other purposes.

In the case of the possible donation of a special collection of materials, the Library Director should make clear to the potential donor that such collection may not necessarily be shelved separately. Should the donor insist upon the physical separation of a gift from the rest of the collection, the gift may still be accepted, but the specifics of its content and organization should be approved by the Board of Trustees.

D. Challenged Materials

Basic to the Materials Selection Policy is the Library Bill of Rights and its interpretations, and the Freedom to Read Statement, which have been adopted by the American Library Association and the Board of Trustees. The Board of Trustees of the Jacob Edwards Library believes that it is essential in a free society for all citizens to have access to all library materials. Therefore, no restrictions are placed on what anyone may read, see, or hear in the collections of the Jacob Edwards Library. Sometimes, however, suggestions are made regarding the restriction or removal of certain library materials. The Board of Trustees is willing to re-examine its position on any item owned by the Library according to the procedures outlined in the staff procedures manual. No item is to be removed or restricted because of a complaint except in accordance with this procedure.

Approved, Jacob Edwards Library Board of Trustees, February 20, 2003

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association
Association of American Publishers

Subsequently Endorsed by:

American Association of University Professors
American Booksellers Foundation for Free Expression
American Society of Journalists and Authors
The American Society of Newspaper Editors
Anti-Defamation League of B'nai B'rith
Association of American University Presses
Center for Democracy & Technology
The Children's Book Council
The Electronic Frontier Foundation
Feminists for Free Expression
Freedom to Read Foundation
International Reading Association
The Media Institute
National Coalition Against Censorship
National PTA
Parents, Families and Friends of Lesbians and Gays
People for the American Way
Student Press Law Center
The Thomas Jefferson Center for the Protection of Free Expression

Approved, Jacob Edwards Library Board of Trustees, February 20, 2003

Request for Review of Library Materials

Upon request, the Library Director will review the selection of specific items purchased for the library. A decision on the suitability of any item will be based on the criteria for selection in the Materials Selection Policy of the Jacob Edwards Library Policy Manual.

Please specify below the item in question (including author or artist, title, and the page numbers and/or location of the questionable passages):

Being as specific as possible, please state the nature of your objection.

How does the questioned passage fit into the overall theme and/or quality of the work?

Signed _____

Address _____

Telephone _____



Jacob Edwards Library

March 20, 2003 3:00 p.m. Trustees' Minutes

Call to Order: Vice-Chairman Muschler called meeting to order.

Attendance: Ms. Muschler, Ms. Dacoles, Mr. Mills, Ms. Urell **No quorum.**

Chairman's Report: No report

Secretary's Report: Minutes of January meeting were recommended for approval. Mills, Dacoles

Treasurer's Report: Treasurer reported verbally.

Approval of Trustees Invoices: Miscellaneous invoices recommended for approval. Dacoles, Mills

Friends: Friends are hosting Saturday morning coffees monthly with successful results and interest from the community. They are rotating responsibility for the coffees among members of the Friends.

Librarian's Report:

Mission Statement: Ms. Urell distributed copies of the old and a draft revised mission statement.

Mass Library Assn Conference; Ms. Urell asked for a vote to send two staff members to Mass Library Assn annual conference in Springfield April 30 – May 2. Conference fees would be approximately \$200. Mills noted Trustees would be filling in a gap in town funding and moved to recommend approval;; Dacoles second.

Signage: Trustees reviewed drawings for signage design. Trustees recommend removing the drawing of the library from the top of the directories and from the podium sign. Ms. Urell will communicate that change to the designers. Trustees approved drawings, with that stipulation. Ms. Muschler would like the sign designers to recommend placement of the plaques outside the children's room and elevator.

Paintings Restoration: Mr. Klausmeyer, who did other restorations of portraits, has been contacted but can't begin work on the Marcy portrait for another year, given his current schedule. He has recommended two alternate restorers who would be competent for the work. Trustees voted to approve having Marcy portrait restored by either of the people Mr. Klausmeyer has recommended, if the price for their work is roughly around \$3000. It is understood that the restoration of the frame will be handled separately and will be an additional charge. Trustees would like to see the restorations resumed quickly before paintings are damaged or overlooked. Ms. Dacoles asked if paintings are currently covered by insurance? Ms. Dacoles will ask insurance agency about it.

Shelving: Tops, ends, and finishing parts were installed last week. Several major areas were completed and a new bookcase was added for more display space for new books. Safety brackets were installed where they were missing. Major changes have been completed.

Cable and Internet Access: The library is entitled to one cable hook-up and one Internet port free of charge through the town's contract with Charter Communications. We arranged for installation in the Pioppi Room and Southbridge Room and the work was completed this month. (They've given us two hook-ups; however, only one internet connection will work at a time.)

Cabling work and electrical outlets are being added in anticipation of the new Gates Foundation computers.

Gates Foundation: Computers are on order: four are included in the grant; four additional public access computers are being ordered from state aid funds so that all public Internet computers will have the same functionality; one additional computer is being ordered for reference.

LSTA Grants: Two grant applications were filed yesterday with the Board of Library Commissioners: one is a Community Languages Grant for \$20,000 and the other is an Historic Preservation Survey grant for \$2500, with \$500 matching appropriation from the Trustees, as voted previously.

West Warren Library has found a new location after a fire destroyed the library and its contents. Ms. Urell offered the excess large print books that we accepted from the CMRLS recently and the West Warren librarian was here to collect them. Trustees are willing to offer homemade shelving currently stored in the attic that was leftover after Jacob Edwards Library renovation to West Warren also.

Spoon River Anthology: Program will be presented in March 24th 7 p.m. Date tba; Ms. Urell is coordinating plans with artist and performer. Both are donating services gratis.

Southbridge History Project: While expenditure of funds for this project is finished, the film editor is continuing to provide post-production work on a pro bono basis. Ms. Urell is working with him on weekends and evenings to try to finish editing and proofing the work. They are scanning historic photographs and adding them to the film footage.

Globe Village Painting: An attorney from Koppleman & Paige has been consulted. She has asked Ms. Urell to research copyright records for the painting and is doing the same on her end.

Bookmobile: Ms. Urell met with Hamer D. Clarke, Director of Public Works, after last Trustees' meeting to review specifications of proposed used vehicle. Mr. Clarke recommended against purchasing the vehicle, citing the type of vehicle as too large for our purposes. He mentioned that the usual way in which capital purchases are developed is for the department to add a two-or-three year breakdown of the capital funding required on its budget to build up to the amount required over a few budget years. Trustees recommend adding \$20,000 - \$30,000 to this year's budget to build toward a suitable Bookmobile. Mr. Mills pointed out that the school is considering an alternative site at the new Southbridge Hotel complex and an outreach vehicle would be very relevant to serve those students. Ms. Dacoles stipulated that she would like insurance for the vehicle to be included in any projected costs. The current van (former Police Department vehicle) is in winter storage at the Town Barn and the mechanic is making some minor repairs so that it will be back in service next week, when it will be used to pick up art work for the Spoon River Anthology program Monday evening.

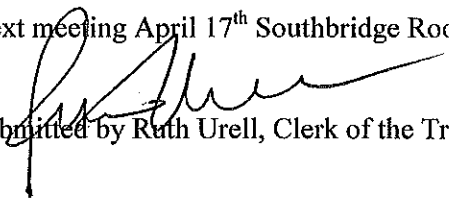
Internet: Trustees are reviewing Internet policies for discussion at their next meeting. Trustees discussed the Children's Internet Protection Act (CIPA) legislation. Trustees recognize that this is an extremely important topic and they are waiting for federal recommendations to come out. Trustees share parents' concerns about children's access to resources of all kinds and acknowledge that, as a public library, Jacob Edwards Library is open to everybody and tries to present a multilingual and multicultural point of view. Trustees know that the CIPA legislation is controversial and they are studying it carefully. Trustees note that the Jacob Edwards Library provides full public access to a broad range of resources and works diligently with other libraries and with state and regional cooperatives to freely lend and share resources.

Old Business: Ms. Muschler inquired as to status of Director's evaluation that Ms. Urell asked for. Ms. Urell responded that she has a file of monthly reports that trustees are welcome to use and Mr. Rodriguez was looking for samples of performance evaluations to use. Ms. Muschler postponed action until next month.

New Business: Trustees are interested in having the use of blank notecards recently printed by MBI. Will pay for printing costs – half will be paid by Friends for imprinted; half will be paid by Trustees for blank.

Adjournment. Motion to adjourn 4:35 p.m.

Next meeting April 17th Southbridge Room, 3p.m


Submitted by Ruth Urell, Clerk of the Trustees

Adj.
4:55

Trustees of the Jacob Edwards Library
Meeting Agenda
April 17, 2003 3:00 p.m.

Call to Order

Reports

Chairman
Secretary
Treasurer

Minutes of March meeting
Report

Approval of Trustees' Invoices

Friends report

F

Correspondence

Report of the Library Director : Internet Policy →

FY04 Budget

Council review proposed Wed 4/23

7 p.m. Town Hall - room tba Councillor Joe Marino

765-5488

Board of Library Commissioners Funding

Gates Foundation Grants

Southbridge History Project - invites

Library Activity & News: Summer, LSTA grants, capital projects.

High School, Reach Out Read,
School visits, SRC - Think Create Read!
landscaping signage, \$\$ trouble -
eg. copier - Maternity leave 8-10 wks -
20 hr wk page & Karla increase -
Radigth + tv - FordShare -
Food for Fines in article of fine

Next meeting May 15th, 2003 3:00 p.m.

Open May 1

Old Business:

New Business:

Adjournment:

Paul
Mr. Bouvier donated
1878 map of S' Edge.

Easter Eggs hunt
100 kids + 60 preschool

Dept Hhs last A.T.M. mtg 4/10/03 re Budget

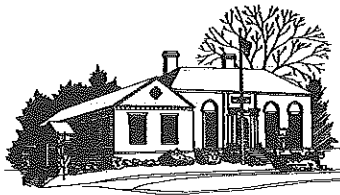
Spoon River Program
well attended very well received.

Newspaper article about CIPA
Internet heating up.

Legislative Day Boston.

John Ferraro paintings - security
space.

Paquette builders lostones concern
also parking animals crowded?
snow? kids?



Jacob Edwards Library

April 17, 2003 3:00 p.m. Jacob Edwards Library Trustees' Minutes

Call to Order: Chairman Travinski called meeting to order.

Attendance: Ms. Dacoles, Ms. Muschler, Mr. Mills, Mr. Lachapelle, Mr. Rodriguez, Ms. Travinski, Ms. Urell

Chairman's Report: Trustees are concerned about the impact of a proposed apartment building behind the library parking lot on Windsor Court. Ms. Travinski and Ms. Muschler attended a hearing about a height variance with the ZBA. Trustees' concerns center around adequate parking, play area for children, height of the proposed building at six stories, and presence of pets on library property – Trustees note that a current pet owner in the neighborhood consistently curbs his dog outside the library and leaves dog feces throughout the parking lot where patrons and staff step in it.

Secretary's Report: Minutes of February meeting were moved for approval. Lachapelle, Muschler. Approved.

Minutes of March meeting moved. Mills, Dacoles. Approved.

Treasurer's Report: Treasurer's March reported given verbally. Approved. Mills, Lachapelle

Approval of Trustees Invoices: Miscellaneous invoices recommended for approval. Mills, Lachapelle

Ms. Dacoles raised question about insurance coverage for paintings – is insurance adequate. Ms. Dacoles reported that the contents of the building are insured for \$1.6 million. Trustees could add a rider to coverage to add paintings. Question is there an inventory or appraisal of the contents? Mr. Mills and Ms. Muschler will make a list of paintings and will contact an appraiser and an insurance agent to analyze situation.

Ms. Dacoles reported that the Town Treasurer, Ms. Ellen McKay, recommended to Ms. Dacoles that the Trustees change the bank holding the trust accounts due to low interest and high fees. Ms. Travinski will follow up with the bank and Ms. Urell.

Correspondence: The Trustees received a thank you letter from Ms. White, thanking them for gift.

The Town Council Education and Human Services Subcommittee has called a budget meeting for April 23rd. Ms. Travinski asked Ms. Urell for comparative data on the budget and a review of last year's budget arguments. She advised Ms. Urell to call Councillor Marino, Chariman of the Subcommittee, to ask him what he currently has, find out what he would like from us, and how many copies of our budget he needs.

Capital Projects: Landscaping: Ms. Urell contacted Bigelow Nurseries, Laurel Hill Nursery, and Weston Nurseries to ask for a proposal for landscaping. Weston Nurseries has responded with a proposal to do a landscape plan in the price range of \$600 - \$1200. The Trustees would like Ms. Urell to follow up with Weston Nurseries to have a plan and design. Moved Mr. Mills, Mr. Rodriguez seconded. Mr. Lachapelle

would like to see if vocational school students could be involved in the plan or in implementing the plan. Motion approved.

Librarian's Report:

Capital projects: Ms. Urell reported that payment process for capital projects is moving very slowly. Signage design and finish work on shelving are complete but vendors haven't been paid. Ms. Travinski and Mr. Mills may meet with the new Acting Town Manager, Mr. Carlisle, to bring the capital list and expedite various capital projects.

Children's Room Staffing: Ms. Urell reviewed the children's room staffing for the next few months. Ms. Gartsu, Children's Librarian, will be out on unpaid maternity leave for approximately 12 weeks beginning in June. Ms. Urell asked the previous Acting Town Manager, Mr. Delaney, for written explanation of benefits since Ms. Gartsu is a new employee and no regulations are spelled out in the union contract. Ms. Urell discussed filling the vacancy with Mr. Carlisle with a part-time, no benefit, temporary position so that the children's program can be offered uninterrupted during the summer. Mr. Carlisle was in agreement since there would not be any additional expense involved.

Board of Library Commissioners: Ms. Urell reported on the services and budget of the Board of Library Commissioners. Southbridge has benefited from grants administered by the agency, professional and technical expertise, information and data analysis, and standards and certification procedures. The Governor's budget proposal would eliminate the Board of Library Commissioners. Ms. Urell recommended to the Trustees that the Board of Library Commissioners is a valuable agency that should be saved.

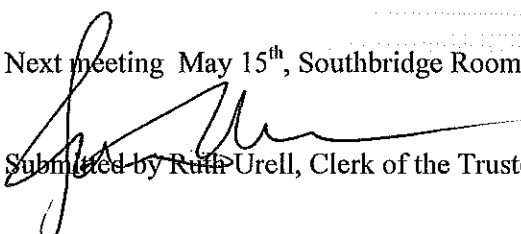
Old Business: Mr. Mills recommended a review of Ms. Urell's performance in order to document the work she has done. Ms. Travinski will review the instrument used by Ken Rizner, former Trustee.

New Business: Mr. Rodriguez has tendered his resignation from the Board. He feels he can't meet his responsibilities as a Trustee with the level of work required by his new position as Executive Director of Centras Las Americas in Worcester. The Trustees accepted his resignation with regret and would like Mr. Rodriguez to feel that they would be glad for him to be welcome back to a seat on the Board when it is more manageable for him.

The Nominating Committee will convene to recruit a suitable replacement for Mr. Rodriguez.

Adjournment. Motion to adjourn.

Next meeting May 15th, Southbridge Room, 3p.m


Submitted by Ruth Urell, Clerk of the Trustees