Jacob Edwards Library

Minutes of January 23, 2006

The meeting of January 23 was called to order by Chairman John Lachapelle at 12:10 PM.

Present were trustees Richard Whitney, Terri Colognesi, John Lachapelle, and Library Director James Patterson. Trustee F. Peter Joyce arrived at 12:30 PM

Chairman Lachapelle read a letter to the Board that was prepared by Gary Bridgman and the Chairman and addressed to the Town Accountant regarding vouchers that were challenged by the Town. In the letter, it was expressed that the Board was aware of its obligations and duties regarding the expenditure of funds bequeathed to the Board and always strived to meet these obligations. A copy was also sent to the Town Manager. The Board expressed its approval of the letter.

There was no Treasurers Report due to a misplacement of the information. The Library Director had it in his office, but didn't realize it.

At this point Peter Joyce appeared. A motion was made to approve the minutes of the Dec. 19th meeting by Peter Joyce and was seconded by Richard Whitney. So voted.
A short discussion was held on the Exhibit Policy as presented by Director James Patterson. A motion was made by Terri Colognesi to accept the Policy and was seconded by Peter Joyce. So voted.

A short discussion was held on having a reception to honor Paul Mills for his 27 years of service to the Library. It will be held on April 6th. The Friends of the Library are having their annual meeting that day, and we will be having a musical presentation by the Southbridge High School Jazz Band, so it should be a nice evening.

The Board then listened to two presentations on a proposed new web site for the Library. One of the presenters was Xanatos Enterprises and the other was Dot.Inc. Solutions. Both companies' presentations exhibited a high level of competence and ingenuity. After the presentations the Board , on a motion by Peter Joyce and a second by Richard Whitney voted to choose DotInc. Solutions to design our new web page.

The next meeting will be held on Tuesday March 21st at noon.

John V. Lachapelle

Jacob Edwards Library

Minutes of March 21, 2006

The meeting of March 21, 2006 was called to order by Chairman John Lachapelle at 12:10 PM.

Present were trustees John Lachapelle, Gary Bridgman, F. Peter Joyce and Joan Menard. Tammie Darling was also present to record the minutes.

Chairman Lachapelle began the meeting by addressing the April 6th reception to honor Paul Mills for his 27 years of service for the library. A bouquet of flowers will be given to Mrs. Mills and a plaque saying "Paul Mills Room" will be placed on a door. Peter Joyce suggested that a picture of Paul Mills be placed in the room for those who do not know him. All Trustees (since Paul has been serving the library) are invited as well as members of the Town Council and Town Manager.

No financial report was given since Paul is still in Florida.

Sunshine Sign Company, Inc. has been chosen for signage project. No vote was necessary as pursuant to Chapter 30B of the Massachusetts General Law, we are required to accept the lowest bid.

The new Youth Director has been doing a good job. The current library staff has been offering good ideas involving the youth and a possible promotion may be given to one of them for the Youth Director position.

At this time, Gary Bridgman welcomed Joan Menard to the Trustee's meeting. Joan is locally involved in the Rotary Club, the Downtown Partnership and the Program Committee for the Chamber of Commerce.

Chairman Lachapelle proposed the idea of closing on Monday nights and keeping the Library open a little longer on Saturdays, since Saturdays are very busy. Gary Bridgman suggested that the Library be closed all day Monday and open all day on Saturday.

A short discussion was made about a teenage program, possibly involving a movie time. A $2,000 donation has been received by the Paul Mills Foundation that could possibly be used toward a sound system and large screen television. More funds may be given by the Trustees.

Gregory Maguire, author of *Wicked*, will be present at the Library on June 21, 2006 for a fundraiser. This should be a great event, with people coming from Hartford and New York to attend. At this time, a motion was made to approve the minutes of the January 23rd meeting by Gary Bridgman and was seconded by Joan Menard. So voted.

The next meeting will be held on Tuesday, April 18th at noon.

Jacob Edwards Library

Minutes of April 18, 2006

The meeting of April 18, 2006 was called to order by Chairman John Lachapelle at 12:07 PM.

Present were trustees John Lachapelle, Gary Bridgman, Joan Menard and Library Director James Patterson. F. Peter Joyce arrived at 12:12 PM. Tammie Darling was also present to record the minutes.

Chairman Lachapelle began the meeting by addressing the reception that honored Paul Mills for his 27 years of service for the library. There was a short discussion regarding a donation to the Southbridge High School Music/Jazz Department that played at the Paul Mills reception. At this time, a motion was made to approve a $35 donation to the Southbridge High School Music/Jazz Department by F. Peter Joyce and was seconded by Joan Menard. So voted. There was a brief discussion regarding the possibility of similarly honoring Ray Lenti, a former Trustee of long-standing.

No financial report was given since Paula Dacoles was not present. At this time, a motion was made to approve the minutes of the March 21st meeting by John Lachapelle and was seconded by Joan Menard. So voted.

Next, a discussion began regarding Library hours. James Patterson suggested looking at Saturday and Monday statistics before committing to a change in hours. His main concern was to have the Library available for children after school. There was discussion and consideration of opening later on Monday rather than closing on Mondays.

James Patterson gave his Library Director's Report. He discussed the new website project and how eventually people will be able to look up information on the website without even coming to the library. People will also be able to complete their library registration online. Gary Bridgman asked if there was any way to "commercialize" the website and James Patterson said that eventually the library might be able to become partners with Amazon.com and, at the same time someone looks up a book, they might be able to order it online through Amazon.com.

James Patterson raised security and safety concerns in the Paul A. Mills room. A suggestion was made to remove the wood panels in the door and replace them with glass at a cost of $210-$235. F. Peter Joyce made the motion to draw from the capital account for this project and was seconded by Gary Bridgman. So voted.

Director Patterson presented an opportunity to purchase 36 books on CD from BBC Audiobooks for the cost of $2600, which is a savings of approximately $1000. These CDs are popular with commuters who listen to them while driving. F. Peter Joyce agreed that the CDs were a good investment and made a motion to purchase them. Joan Menard seconded the motion. So voted.

Next was a discussion regarding the Strategic Technology Plan. A motion was made by Joan Menard to approve the integrated print management system, JEL network, C/W Mars wireless network and public wireless hotspot with the money for the technology plan to be taken from the capital account. F. Peter Joyce seconded the motion. The Wireless Cards project and decision on a technical support service agreement will be decided at a future date.

The next meeting will be held on Tuesday, May 16th at noon.

Jacob Edwards Library

Minutes of May 16, 2006

The meeting of May 16, 2006 was called to order by Chairman John Lachapelle at 12:05 PM.

Present were trustees John Lachapelle, Paula Dacoles, F. Peter Joyce, Gary Bridgman, Joan Menard and Library Director James Patterson. Tammie Darling was also present to record the minutes.

Chairman Lachapelle began the meeting by addressing the meeting with Education and Human Services sub-committees. He stated that there was sufficient increase in the library budget to receive Mass. State Aid and that the sub-committees commended the Library. Also noted was an $1,800 distribution from the Ryan estate to the Library.

At this time, the financial report was given by Paula Dacoles. Paula began her report by noting a difference between her figures and the Town's figures. According to the Town Hall, the Flagship account has $35,381. Paula noted that her balance in the Flagship account is $61,244, which takes into account income and expenses as well as Bank of America interest in the amount of $11,488. Paula will make an appointment with the Town Accountant to discuss this difference. The balance in the Library Capital Account is now $195, 528.33. Paula suggested that Director Patterson put together a list of everything he might need money for from the Capital Account to plan for next year. Director Patterson stated that the major cost will be that of painting the interior ceiling of the library. He may ask the DPW to bid out that paint job. Next, Paula passed around various invoices for board members approval to sign and return to her.

At this time, a motion was made to approve the minutes of the April 18th meeting by Joan Menard. F. Peter Joyce seconded the motion. So voted.

Next was a discussion of Teen Librarian position. A proposal was made to hire a part-time Young Adult Librarian whose job would begin at the beginning of the school year and end at the end of the school year. The person who fills this position would work closely with the school system and also cover the desk in emergencies. Director Patterson discussed three different types of positions: permanent hire, long-term contractual hire (Bibliotemps) and short-term contractual hire (Bibliotemps). The Board seems to be leaning toward the long-term contractual hire, but Gary Bridgman suggested that everyone wait to vote on this topic until the Board has reviewed the budget.

Director Patterson gave his report at this time. Plans are coming along for the Friends of Jacob Edwards Library fundraiser on June 21, 2006. Many companies have donated services and raffle prizes. Donations of $25 will be accepted for the evening's events. A liquor license, which will cost $25, will be needed for a wine reception during this fundraiser. Joan Menard made a motion to approve. F. Peter Joyce seconded the motion. So voted. James Patterson also asked to extend Betsy's employment for two more weeks while Margaret is away on medical leave. F. Peter Joyce made a motion to approve and Joan Menard seconded it. So voted.

The next meeting will be held on Tuesday, June 20th at noon.

Jacob Edwards Library

Minutes of June 20, 2006

The meeting of June 20, 2006 was called to order by Chairman John Lachapelle at 12:00 PM.

Present were trustees John Lachapelle, Paula Dacoles, F. Peter Joyce, Gary Bridgman, Joan Menard, Terri Colognesi, Dick Whitney, Library Director James Patterson. A reporter from the Southbridge News was in attendance. Tammie Darling was present to record the minutes.

Chairman Lachapelle began the meeting by discussing the Library reception for author, Gregory McGuire scheduled for June 21, 2006. According to James Patterson, approximately 33 tickets were sold at the library and an additional 50 tickets were sold at the Coffee Roasters.

At this time, the financial report was given by Paula Dacoles. Paula began her report by stating that there is approximately $1.8 million dollars in the Edwards Trusts. From the Trusts, $20,000 of interest went into the Flagship Bank account which now has an approximate balance of $69,000. $50,000 of interest from the Edwards Trusts was deposited to the Endowment account, which now has a balance of $557,000.

James Patterson states that $417,000 of Town appropriations have been spent in Fiscal Year 2006 plus amounts from the Friends of Jacob Edwards Library and the Board of Trustees. Gary Bridgman stated that he needed a full picture of all sources of income and expenses in order to get an accurate picture of the Fiscal Year 2007 budget. Board members signed and approved invoices for submission by Paula to the Town Accountant.

At this time, a motion was made to approve the minutes of the May 16th meeting by F. Peter Joyce. Joan Menard seconded the motion. So voted.

Director Patterson began his report at this time by discussing the visits from the children of the Southbridge Public Schools. The visits were very successful, with some of the children even coming back with their families. Betsy and Carla worked on recommending books for the Middle and Elementary schools. Also discussed was a No Card "No" Service policy. In light of recent innovations and changes to some of the Library's computer and printing equipment, patrons now need a library card in order to print. Since a card is necessary for printing it is an opportune time to reinforce that each patron needs a card for each visit to the library. A replacement card is $1.00.

At this time, Operation A.B.L.E. was discussed. This is a transitional workforce job placement offer where a part-time (less than 20 hours) employee would be provide to the library at no cost to the library. Candidates are typically 62 years of age or older with a spotty work record. The position is for one year only. Dick Whitney moved to authorize James Patterson to further explore the possibility. Terri Colognesi seconded it. So voted.

Father Peter Joyce left the meeting at 12:50.

The next meeting will be held on Tuesday, July 18th at noon.

Jacob Edwards Library

Minutes of July 18, 2006

The meeting of July 18, 2006 was called to order by Chairman John Lachapelle at 12:05 PM.

Present were trustees John Lachapelle, Paula Dacoles, Gary Bridgman, Joan Menard, Dick Whitney and Library Director James Patterson. Tammie Darling was also present to record the minutes.

Chairman Lachapelle began the meeting by addressing the sidewalk in front of the library that is currently being replaced by a new sidewalk. He stated that it is much improved and looks very nice.

At this time, the financial report was given by Paula Dacoles. Paula began her report by giving her end of the year figures. Income through the end of June was $69,387 of which $52,554 was spent, leaving a balance of $16,833. Next, Gary Bridgman circulated a FY 2006 handout which detailed income and expenses from Town Funding, Trustees, State Aid and Friends of Jacob Edwards Library. The handout is included in these minutes. All in attendance at the meeting found this report very helpful in detailing how the money is budgeted and agreed that this format should be used in determining the FY 2007 budget. A short discussion followed on determining a percentage of what to spend and what to save on the dividend and growth income from the Edwards Trust and endowment account. Gary gave the example of spending 50% of the investment account income and saving 50%, Dick Whitney said that sometimes we may spend more and wants to make sure that we can adjust the spending and saving percentages as needed. Next, Paula passed around various invoices for board members approval to sign and return to her.

At this time, a motion was made to approve the minutes of the June 20th meeting by John Lachapelle. John noted a change that was to be made on the June 20th minutes. The minutes will be revised and mailed to John Lachapelle. Gary seconded the motion. So voted.

Next was a motion by Paula Dacoles to approve the sidewalk appropriation. Gary Bridgman seconded it. So voted. Paula Dacoles also made a motion to approve Jack Lachapelle as Trustee. Gary Bridgman seconded it. So voted. James Patterson informed the Trustees that he will put their phone numbers on the website, not their addresses.

A discussion began about the Youth Services Position. Director Patterson stated that youth attendance was up due to programs such as the teen website and summer reading list. People from the schools have been coming and utilizing the youth area. Jack Lachapelle said that the Trustees should fund this position for one more year and then have the town fund the position after proving all that is done for the youth. Possibly the School Committee would also say how valuable this position is. Dick Whitney made a motion to fund this position for one year only with no MLS, Joan Menard seconded it. Paula Dacoles and Gary Bridgman opposed the vote. With a vote of 3-2, the position was voted in for one year. At this time, Jack Lachapelle left the meeting at 1:10.

Director Patterson gave his report at this time. He stated that the landscaping is almost done, the website just needs a "Teen" page and that the Print Management System took a few days but it is complete. The Gregory Maguire event was a great success with $3,800 raised by the Friends of Jacob Edwards Library.

A motion to adjourn was made by Paula Dacoles and seconded by Gary Bridgman.The next meeting will be held on Tuesday, September 19th at noon.

Jacob Edwards Library

Minutes of October 17, 2006

The meeting of October 17, 2006 was called to order by Chairman John Lachapelle at 12:07 PM.

Present were trustees John Lachapelle, Gary Bridgman, Paula Dacoles, Joan Menard, and Library Director James Patterson. Tammie Darling was also present to record the minutes.

Chairman Lachapelle began the meeting by addressing the fact that trustee Terri Colognesi cannot attend trustee meetings on Tuesdays. The possibility of holding meetings on Thursdays was discussed. John Lachapelle will discuss this with Terri Colognesi and report next meeting.

Next, Paula Dacoles gave the financial director's report. Paula met with Karen from the Town of Southbridge to discuss expenses, etc. and found material agreement. The Town put some expenses from June into this new fiscal year. The Town will provide Paula a copy of capital funds spending. A question was raised as to whether or not to meet with the Library Board in Boston to ask for $5000 extra dollars. Gary Bridgman noted that he did not want to vote on whether or not to ask for an extra $5000 until we know why we need it. Paula mentioned that we should spend the interest first and then ask for the extra $5000 if needed. Paula then passed around invoices for the trustees to sign. At this time, Paula made a motion to approve the minutes of September 19, 2006. Gary Bridgman seconded the motion. So voted.

At this time, Joan Menard presented the trustees with an evaluation form to be used to evaluate the Library Director's performance. Joan suggested that everyone take this form home to review and complete. John Lachapelle stated that he would like to come up with grade to give the Town Hall regarding Director Patterson's performance. Paula Dacoles stated that we need to evaluate the position as a team, not just alone. Gary Bridgman suggested Joan Menard to coordinate this evaluation as chairperson. A private meeting will be held after everyone has filled out the form. This form will be emailed to those trustees who are not present.

Director Patterson began his presentation of the web page at this time. He stated that the Library has three weeks to change the website if need be. He went over the various sections of the website including: the catalog, your account, research, library services, local history and a teen and children's section. The website is very detailed with different aspects of other libraries being utilized.

A short discussion was made regarding a Girl Scout troop wanting to use the Library every Saturday to hold troop meetings. The current policy only permits a group to hold meetings up to four times per year. Director Patterson will get back to the Girl Scout troop and inform them of the policy. Director Patterson informed the trustees that four no trespassing notices were sent by police to teenage girls for shouting obscenities.

Joan Menard left the meeting at 1:25. A motion to adjourn was made by John Lachapelle at 1:30. The next meeting will be held on Tuesday, November 21st at noon.

Jacob Edwards Library
Trustees Meeting
November 21, 2006

The meeting of November 21, 2006 was called to order by Chairman John Lachapelle at 12:15 PM.

Present were trustees John Lachapelle, Paula Dacoles, Joan Menard, Peter Joyce, and Library Director James Patterson.

The Chairman had no report at this time.

Paula gave the financial director's report. There was an opening balance on July 31, 2006 of $26,676. There was additional income from interest of $1,600 and expenditures totaling $4,840 which included the vouchers that were signed by trustees prior to the meeting, bringing the balance to $21, 046. Paula shared that given current budget commitments and expected interest for the coming year that there should be about $20,690 in the accounts by June of 2007. Joan asked in reviewing the previous meeting's minutes if the report on the capital fund had been provided as requested. Paula confirmed that his report had been provided and also mentioned that the working relationship with the Finance Office in the Town Hall is going very well. Our books and theirs match and our requests are handled appropriately. James mentioned that there is a desire on both sides to spend down the capital fund but it is continuing to earn interest so as it goes down, it also goes up. He mentioned that now that both the library and the Town Hall use the same software for accounting it makes questions and other issues much clearer and more quickly resolved between both parties.

Having reviewed the minutes of the October 17, 2006 meeting, Chairman Lachapelle entertained a motion by Paula to accept the minutes, Joan seconded; so voted.

With regard to changing the meeting day, Peter mentioned that Thursday is the one noontime that doesn't work well for him. The Chairman will discuss it further with Terri to see if there are other times or days that might work. The meeting time was left as is without action.

Joan presented the Director's evaluation tool and the process. It was felt that each trustee should complete the form on his or her own, send the completed form to Joan, who will collate the information and provide a single report for the trustees to review and approve at the next meeting with the director in attendance. Some discussion followed on the evaluation of library employees in comparison with other town employees. Director Patterson shared that in December of 2005, he reviewed the long range plan with all staff and outlined goals for the coming year. Regarding the Director's evaluation, Peter motioned to use the form provided following the process previously outlined, Paula seconded; so voted.

Director Patterson expanded on his written report. He began by explaining that our staff tries to work in tandem with other libraries. Dudley has received a grant for construction and will be coming up to where Charlton is, Webster has a new director that was hired from Providence. There is an effort to network or meet in different ways since we all have the same patrons. The digital project Margaret is working on is coming along. Margaret is very meticulous and her work is being referred to as the model. Director Patterson hopes to access local funding for other parts of our collection: churches, the KofC, veterans, etc, but is concerned about other aspects such as private homes that might need other funding. Once the initial grant is done, he hopes to use what is already done to market it for other funding. Joan asked a question on how much and he shared it runs around eight dollars an item. Our project at each level rolls into another all the way to the Library of Congress. Another phase of the effort is to include oral history and provide an audio element to the historical collection.

With the website up and running, the Director explained that they were able to use an electronic mailing list to advertise their most recent book sale. The attendance of youth after school has been disturbing. Fortunately, it has not been life threatening. Part of the trouble seems to be that the youth pile in right after school, around 3 PM, when most officers have returned to the station for the change of shift. They have provided an excellent response but it is disarming and difficult for staff to have to endure their rude and insulting treatment. Discussion focused on identifying these individuals, working with the school system, and the need to investigate a security system that would provide photo printouts. The cost of a system could be financed from the capital fund. It was also hoped that a Youth Program slated for the armory would help to alleviate some of the youth who have no where to go to burn off energy and thereby disturb the library staff and patrons.

The Director then passed out a proposal for providing professional memberships to the staff. It was agreed to try and consider placing it as part of the budget in the line item for next year. Peter motioned, Joan seconded, so voted to provide the memberships from trustee's funds.

The Director then questioned as to the best method to approach town authorities for funding the Teen Librarian in next year's budget. It was identified that the position, presently at 20 hours, could be useful at 40 hours since she is usually not here during school time. Or the position could be split to provide special services to elders. The name was mentioned as an Outreach Librarian. It was recommended to approach the School Department and Council on Aging to identify ways that additional staff could assist their needs and expand the services of the library. The Director pointed out that for several years now the library has been funded only at the base line of need for state grants and is due for an extra town support. He recommended that our efforts begin soon and not wait until sitting at a table to discuss figures, but the groundwork be laid starting in January.

Lastly, he mentioned that there are grants to provide for the digitizing of maps and for marketing and that we could take advantage of both of this funding. Joan suggested considering tapping resources from local colleges, perhaps in the fields of elementary education or gerontology, for internships that would not cost the library funds.

A motion to adjourn the meeting was made by Paula, seconded by Joan, and agreed to by all present at 1:12 PM. The meeting will take place on Tuesday, December 18, 2006 at 12 Noon.

Respectfully submitted,
Peter Joyce

AGENDA NOVEMBER 21, 2006
JACOB EDWARDS LIBRARY
TRUSTEES MEETING

1. Meeting Called to Order

2. Attendence

3. Chairmans Report
   A
   B.

4. Financial Directors Report
   A. Invoices
   B. Financial report

5. New Business
   A Approval of minutes October 17, '06
   B. Discussion of meeting date
   C. Discussion of Library Directors performance evaluation

6. Old Business
   A. Web page

7. Library Directors Report

8. Next Meeting
   ??????

Jacob Edwards Library

Minutes of December 19, 2006

The meeting of December 19, 2006 was called to order by Chairman John Lachapelle at 12:10 PM.

Present were trustees John Lachapelle, Joan Menard, Dick Whitney, Terri Colognesi, Father Peter Joyce and Library Director James Patterson. Tammie Darling was also present to record the minutes.

Chairman Lachapelle began the meeting by announcing that $31,434.68 in state aid had been given to the Library. Paula Dacoles was not present for this meeting therefore no financial report was given. The November Library minutes were then distributed to the Trustees and read. Father Peter Joyce made a motion to accept the minutes, Joan Menard seconded the motion. So voted.

At this time, a lengthy discussion began about the Library Director's Performance Evaluation. Joan Menard averaged all responses from the Trustees answers on the evaluation to produce a report which summarized Director Patterson's performance in several different categories as well as including comments that were made in these categories by Trustees. With an answer of 1 meaning "agree", most categories averaged around 1. The Trustees took some time to review and discuss the evaluation and came to the conclusion that they are very happy with the job performance of James Patterson. Joan Menard then stated that she will insert a key into the evaluation to show what each number stands for before it is submitted to the Town for easier understanding of the evaluation. Father Peter Joyce stated that James is a big part in the Library turning a significant corner. Director Patterson commented that he would just like to know what direction the Board of Trustees would like to see him go in. Jack Lachapelle stated that he feels as though the preservation of old historical information is very important, while Father Joyce stated that the work the Library has done with teens and schools is important. Joan Menard stated that the Friends of the Jacob Edwards Library needs to be "revived". Director Patterson addressed these issues by stating that he is holding monthly meetings with the schools and also with home schooling parents. He hopes that the Town finds a way to fund a Teen Librarian. He also stated that in January there will be a reception in which the goal will be that the friends that send in money will actually attend the reception.

Director Patterson gave his report at this time. The report was brief and basically went over upcoming events at the library including a Japanese Tea Ceremony and Origami lessons. Director Patterson also noted that the Library was able to collect two deliveries of hats and gloves for local charities and that he noticed a marked improvement in the problem of unruly youth.

A motion to adjourn was made by John Lachapelle at 12:50. The next meeting will be held on Tuesday, January 16th at noon.