

## ***Jacob Edwards Library***

### **Minutes of January 15, 2008**

The meeting of December 18, 2007 was called to order by Chairman John Lachapelle at 12:07 PM. Present were trustees John Lachapelle, Dick Whitney, Joan Menard, Gary Bridgman, Paula Dacoles and Library Director James Patterson. Father Peter Joyce arrived at 12:20 PM. Tammie Darling was present to record the minutes. Trisha Tinker and Sharon Ashleigh sat in on the meeting as possible Library Trustee candidates.

John Lachapelle began the Chairmans report by announcing that there would be a Legislative Breakfast in Milford, MA on 2/8/08 and that possibly he and Director Patterson would attend. He also announced that the Library had received a notice saying that the Library would be receiving \$33,141.67 in State Aid.

In the Financial Director's report, Paula Dacoles discussed that the balance at the end of November in the Trustee account was \$13,293. Various invoices were passed around for signatures. Paula explained that money would not be coming in until May for books. At this time the December Library minutes were handed out and read. Joan Menard motioned to accept the minutes, Gary Bridgman seconded. So voted.

A discussion began on the proper procedure for selecting a new Library Trustee. Gary Bridgman suggested that the Board of Trustees should look at Mass. General Laws for some guidance. Jack Lachapelle said that he would check with the Library Board of Commissions for suggestions. Gary Bridgman made a motion to create a committee of two Trustees to recommend a new Trustee. Paula Dacoles seconded. So voted. Gary Bridgman and Joan Menard were selected to make up this committee.

James Patterson began his Library Director's Report by stating that the community rooms and public computers were heavily used in the month of December. Projects discussed include the Security Camera System, which is now installed with staff training on 1/28/08, and upholstery projects for the Teen Area which should be completed by the middle of February. Director Patterson also announced that the Library has received the Community Champions award from Southbridge Credit Union in the amount of \$1,000 which will be used for the "Go Green @ Your Library" program this summer. Next, Director Patterson announced that the Library staff would like to increase/decrease the font size on the website and make another enhancement by adding a "Life @ 50+" page. This would cost a total of \$1,640 with \$1,000 being paid for by the Equal Access Grant. Gary Bridgman inquired how many people over 50 are using the website. James says he is trying to increase that number by making these upgrades. Dick Whitney made a motion to authorize an additional \$640 to be used for this project. Paula Dacoles seconded. So voted. Coming events include the film Downside-Up on 1/31/08, a discussion with Dr. John Mullin on 2/2/08 and an art reception with Abu Mweyne on 2/7/08.

The meeting was adjourned at 12:50 PM. The next meeting will be held on Tuesday, February 26, 2008 at noon.

## ***Jacob Edwards Library***

### **Minutes of February 26, 2008**

The meeting of February 26, 2008 was called to order by Chairman John Lachapelle at 12:15 PM. Present were trustees John Lachapelle, Joan Menard, Gary Bridgman, and Library Director James Patterson. Tammie Darling was present to record the minutes. Also present was Town Manager Jack Healy. No vote could be taken to approve the minutes, since there were not enough Trustees present for a Quorum.

Since there was no Chairman's Report or Financial Director's Report, the meeting moved along to reading the minutes of the January meeting.

Sue Chaplin, longtime library employee, will be leaving her job on 3/11/08. The Trustees discussed suggestions for a gift. Joan Menard suggested a gift certificate from Morse Farms since Sue is a gardener.

The Trustee Appointment committee asked to report at the next meeting. The committee discussed that criteria included 1) time to attend the monthly Trustee meetings 2) being a Southbridge resident and 3) financial knowledge would be key to appointing the new Trustee.

James Patterson began his Library Director's Report by stating that the Library website font size is now able to be changed as part of the Equal Access Grant. He discussed how long-time librarian Sue Chaplin is resigning on 3/11/08 after 25 years of service. There will be a reception for her with cake and coffee. Her job has been posted internally with one applicant. James discussed the need for some temporary help while trying to fill Sue's position. Also, the Outreach Librarian will be leaving her job as of February 29, 2008 and James cannot fill the Outreach Librarian's position for 90 days in case she returns. James wondered if the Outreach Librarian position would be funded after 6/30/08, the Town Manager said it would if the budget allows. In the mean time, James would like to move some Library Aides from 10 to 19 hours until May or until they are able to fill the vacancy that Sue Chaplin is leaving.

Joan Menard discussed the copy machine and if the money received from the copy machine could go to the Library and not the general fund. Gary Bridgman said that the Library was not like other town departments since the Library has a copy center for profit, which is different from other departments. The Town Manager disagreed.

The meeting was adjourned at 1:05 PM. The next meeting will be held on Tuesday, March 18, 2008 at noon.

## ***Jacob Edwards Library***

### **Minutes of March 18, 2008**

The meeting of March 18, 2008 was called to order by Chairman John Lachapelle at 12:05 PM. Present were trustees John Lachapelle, Peter Joyce, Joan Menard, Gary Bridgman, Dick Whitney and Library Director James Patterson. Tammie Darling was present to record the minutes.

John Lachapelle began the Chairman's Report by stating that he had purchased a \$50 gift card to Klem's for Sue Chaplin. Gary Bridgman motioned to repay John Lachapelle, Peter Joyce seconded. John Lachapelle also mentioned that he and James Patterson had a meeting on 3/17/08 with the Town Manager, Jack Healy. There was no financial report since Paula Dacoles did not attend the meeting. At this time, the library minutes of the last meeting were read. Joan Menard made a motion to approve the minutes, Peter Joyce seconded. So voted. Gary Bridgman made a motion to approve the January minutes since there were not enough Trustees present at the last meeting to do so. Joan Menard seconded. So voted.

New business was discussed. James Patterson stated that he would speak to Paula Dacoles on 3/26/08 and get a voucher signed for book purchases. There was a discussion regarding funding for the Outreach Librarian position. The library will see a savings following the departure of Sue Chaplin, since she was being paid at a higher level, while they will probably hire someone at a lower level. Town Manager, Mr. Healy said that the Town would pay 1/3 of the cost of the position (by contributing \$10,333 into the actual budget and then pay all of the benefits.) This would result in a total contribution of \$17,000-\$18,000 with benefits. Dick Whitney stated that he would like to go to the Town Council with a list of what the Board has done. Father Peter Joyce stated that we should fund the Outreach position since we told the youth to come to the Library and now we need someone to be there. He said that if the money is there, we should use it. Gary Bridgman is reluctant to give private money for this position. He would rather use the money for books, etc. and not salaries and believes that the infrastructure suffers if we put the funds for the Outreach position through the Board of Trustees. James Patterson thinks that Jack Healy will not commit to funding the position if the Board of Trustees isn't going to also commit. Father Peter Joyce motions that the Board would allocate additional money not to exceed \$20,000 contingent on Jack Healy's offer of 3/17/08 to fund the Outreach position. Dick Whitney seconded. Gary Bridgman opposed. Joan Menard abstained. So voted.

On the topic of selecting a new Library Trustee, the Trustee Appointment Committee reported that Judy Curboy, a bookkeeper from Southbridge, might be a good candidate. James Patterson thinks the potential Trustee should be a Library goer.

James Patterson began his Library Director's Report by stating that Library usage continues to busy with heavy use of the computer lab and many inter-library loan requests fulfilled. Projects include: 1) the teen area improvements with the re-upholstered sofa and chair being nearly complete 2) the Library has received a Community Health Development Grant for \$1,000 which will be used for a program on anger management/avoidance and 3) the Claire Birtz Foundation has given the Library a \$1,000 grant for the "Go Green @ Your Library" program which will support programming this summer. The website text size project is also complete now. Friends of the Library will hold a book sale 3/27-3/29/08. Their annual meeting will be on 4/24/08 with a jazz concert to follow. Coming events include an art exhibit on 4/3/08, poetry workshop on 4/3,

4/10, 4/17, 4/24, and a film on bird identification on 4/10/08. James Patterson also discussed that he would like to make the children's library more appealing. He would like to hire a consultant, Kimberly Bolan & Associates to help in the planning/design of a new children's area. The consultant would require a fee which we could take from the capital fund. Father Peter Joyce made a motion not to exceed \$3,000 for consultation. Joan Menard seconded. So voted.

The meeting was adjourned at 1:20 PM. The next meeting will be held on Tuesday, April 15, 2008 at noon.

## *Jacob Edwards Library*

### **Minutes of April 15, 2008**

The meeting of April 15, 2008 was called to order by Chairman John Lachapelle at 12:04 PM. Present were trustees John Lachapelle, F. Peter Joyce, Joan Menard and Gary Bridgman. Tammie Darling was present to record the minutes.

John Lachapelle began the Chairman's Report by stating that the library has received an additional \$1,154.12 in state aid making a total of \$34,295.79 for FY '08. Chairman Lachapelle also gave the Financial Director's Report since Paula Dacoles was not present at the meeting. He stated that the Trustee bank account had a balance of \$6,618.55 on 1/15/08. Gary Bridgman made a motion to approve an invoice for Bibliotemps in the amount of \$1,114.34. Joan Menard seconded. Father Peter Joyce made a motion to accept the March 2008 minutes. Gary Bridgman seconded. The Trustee Appointment Committee stated that they will report next month.

The Library Director's Report was not given since James Patterson was not present. However, a discussion began on the budget. The trustees discussed that they will not be funding the Outreach Librarian position. A suggestion of shutting down the children's section and using the staff for other library needs was discussed. It was noted that because there are certain criteria that the state demands, which, because of budget cuts the library may not be able to meet, the library may not be qualified by the state. If we do not meet the requirements, Southbridge patrons will not be able to use other libraries with the Jacob Edwards library card. Father Peter Joyce suggested letting the public know about this. Gary Bridgman discussed possibly getting a waiver of the state demands. Joan Menard stated that the library may require more fundraising. Gary Bridgman suggested using the trustee money for funding a mailing or a phone-a-thon.

Father Peter Joyce motioned to adjourn the meeting at 12:30 PM, Gary Bridgman seconded. The next meeting will be held on Tuesday, May 20, 2008 at noon.

## *Jacob Edwards Library*

### **Minutes of May 20, 2008**

The meeting of May 20, 2008 was called to order by Chairman John Lachapelle at 12:05 PM. Present were trustees John Lachapelle, F. Peter Joyce, Joan Menard, Gary Bridgman, Paula Dacoles and Library Director James Patterson. Tammie Darling was present to record the minutes.

Since there was no Chairman's Report, Paula Dacoles began the Financial Directors Report. The balance of the Trustee bank account on 5-20-08 is \$4,272 (\$65,514 distribution from Bank of America net of \$61,240 expense). Paula noted that she checked with Bank of America and there is a projection of \$46,000 to be distributed in next fiscal year.

New business was then discussed. The April 2008 minutes were read. F. Peter Joyce motioned to approve the minutes, Joan Menard seconded. So voted. Summer hours were then discussed to close the Library each Saturday beginning Memorial Day weekend through Labor Day weekend. F. Peter Joyce made a motion to close the Library on these Saturdays. Paula Dacoles seconded. So voted. It was also suggested that the Library be closed on the Saturday following Thanksgiving. Joan Menard made a motion to close the Library on the Saturday following Thanksgiving. Peter Joyce seconded. So voted.

The Library Trustee Committee is still working to find a replacement Trustee to fill Terri Colognesi's position. Gary Bridgman is pursuing the possibility of a retired teacher that he is looking into and Joan Menard will speak with three candidates that James Patterson referred.

The Library Director's Report began by stating that Library usage continues to remain steady with busiest times being after school. Use of the Library website was up, and use of the computer lab was down. James believes that this is a result of time management software which reduces computer abuse. The FY'09 Budget was approved for \$421,156 on 5/19/08, a decrease from FY'08. The teen area improvements are complete, the interim report for the Equal Access Grant has been submitted with 50% of the funds having been spent to date. The summer reading program will run 6/16-8/8/08. There are also reading programs for young adults and adults. Children's Librarian Karla Gartsu has been selected to participate in the 2008 NELLs leadership program. James Patterson has requested \$500 from the Board of Trustees to cover Karla's expense for the program. Peter Joyce made a motion to fund \$500, Gary Bridgman seconded. So voted. SouthbridgeFest will be on 6/7/08, with the Library being open from 10:30-4. James Patterson discussed the need for the Kwik Case security system for DVDs. The cost would be \$4,920 for 1,000 cases with money to come from the capital fund. F. Peter Joyce made a motion to approve the funding. Paula Dacoles seconded. So voted. James also stated that Larochelle Electric gave the library a quote of \$1,200 for a project to convert lesser used areas to motion detector lights. Paula motions to accept this project with funding coming out of the capital account. F. Peter Joyce seconded. So voted.

Friends of the Library held their annual meeting in April. It has agreed to fund a number of summer reading program projects for the Library. Coming events include author Susan Strempek-Shea on 5/29, a fundraiser 6/2-26 and author Rita Schiano on 6/26.

Gary Bridgman motioned to adjourn the meeting at 1:00 PM, Paula Dacoles seconded. The next meeting will be held on Tuesday, June 17, 2008 at noon.

## ***Jacob Edwards Library***

### **Minutes of June 17, 2008**

The meeting of June 17, 2008 was called to order by Chairman John Lachapelle at 12:07 PM.

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

Since there was no Chairman's Report, Paula Dacoles began the Financial Directors Report. The balance of the Trustee bank account on 5-20-08 is \$10,201. Paula noted that she checked with Bank of America projects that \$46,000 will be distributed to the Trustee during next year. Gary Bridgman noted that he thought this figure was too low. Paula stated that expenses for the next year should not total more than \$56,000 (\$10,000 opening balance plus \$46,000 from Bank of America.)

At this time, the library minutes of May 20, 2008 distributed and read. Peter Joyce made a motion to accept, Dick Whitney seconded. So voted. Next began a discussion on the Outreach Librarian position. On 6/9/08, the supplemental budget was passed in which the Town Manager added \$15,483 to the library budget. The Town Manager gave 50% funding (which is 18.75 hours) for the Outreach Librarian position. With that in mind, there proceeded a discussion regarding the position. James Patterson discussed eliminating the Outreach position and instead making a Teen Librarian position. \$15,000 is needed to fund the position full time. Jack Lachapelle said that in order to fund said position, the Trustees would have to dip into the endowment account. Joan Menard said that the Trustees should consider all options (full-time, part-time). Gary Bridgman objects to the full-time position, since this is a public library which should be funded publicly. Dick Whitney suggested that the Trustees try funding the position for one year. Paula Dacoles said that public funds should pay for the position. Paula made a motion that the town council and town manager be approached to pay the Outreach position in full as soon as possible. Gary Bridgman seconded. So voted. It was also decided that the Trustees would keep the July and August meetings for now and cancel them if necessary.

The Library Trustee Committee recommended James Purrachio, a retired school teacher/principal for presently vacant Trustee position. Dick Whitney motioned to accept the recommendation of the committee. Peter Joyce seconded. So voted.

Paula Dacoles motioned to give \$10,000 on 7/1/08 to the Library for books. Peter Joyce seconded. So voted. Paula Dacoles stated that at the September Trustee meeting, the Trustees will give the Library an additional \$5,000 for books.

The Library Director's Report began by stating that Library usage continues to remain steady with busiest times being after school. Use of the Library WiFi network saw a

194% increase from the previous month. The Supplemental FY'09 Budget was approved for the Library resting at \$436,639, which is a 1.3% decrease from FY'08. This supplemental budget restored 50% of the funding for the Teen/Outreach Librarian. The Library is also advertising for a Library Assistant. Library Aide and a Page. The Equal Access Grant is in the final quarter with the staff planning trips to Hartford and Springfield for 6 workshops on finance. Margaret Morrissey has also started the CMRLS Digital Treasures grant to add 100 photos to the Library collection. The Summer Reading Program began on 6/16/08, with 65 children signing up at the kick off. Adults and teens are also signing up, with this being the first year of an adult summer reading program.

Friends of the Library are holding their annual art fundraiser in June, with donations from various local artists. Tickets are on sale through 6/26/08. Winning tickets will be drawn that evening. The Friends of the Library will also host an international/foreign film every second Thursday of the month at 6 pm. Author Rita Schiano will be at the Library on 6/26/08 at 6:30 pm.

Jack Lachapelle left the meeting at 1:05 pm, Paula Dacoles left the meeting at 1:10 pm. Dick Whitney motioned to adjourn the meeting at 1:12 pm. Father Peter Joyce seconded. The next meeting will be held on July 15, 2008, unless otherwise noted.



## ***Jacob Edwards Library***

### **Minutes of July 15, 2008**

The meeting of July 15, 2008 began at 12:10 PM. Present were trustees John Lachapelle, Joan Menard, Gary Bridgman, Dick Whitney, Paula Dacoles and Library Director James Patterson. Tammie Darling was present to record the minutes. Melinda Ernst-Fournier, Town Treasurer was also present. Bank of America representatives Michele Giovannini and David Maxwell arrived at 12:15. James Patterson introduced Michelle Garcia as the new Library Assistant.

The Bank of America invitees reviewed each account in detail and discussed future objectives and Trustees indicated that they must now deliberate to determine investment objectives and distribution amounts.

Dick Whitney left the meeting at 1:25 pm. The Bank of America representatives concluded their presentation at 1:35 pm. The next meeting will be held on September 16, 2008 at 12:00 pm.

## JACOB EDWARDS LIBRARY

### LIBRARY DIRECTOR'S REPORT

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Date: July 15, 2008

RE: Board of Trustees Meeting

The Library staff continued to provide exceptional library service during the past week. June was a busy month for the Library. Our overall circulation for the month was 7508 items; this is up 17.8% from 6373 items in May 2008. While our DVDs are quite popular, books continue to be the largest circulating category in the Library's collection of 92,133 items. During the month of June, the library hosted 10,094 visitors, which is a 15% increase from May. The Library's website was visited 4,182 times, our highest number of visits ever. Our WiFi network saw a total of 219 connections. Our public computers registered 1,528 users, an increase of 17% from May. The Summer Reading Program continues to grow with juvenile participants topping 200; additionally, the Library's first summer reading program for adult has registered 134 participants.

#### **PROJECTS:**

*FY09 Budget*— On June 9, the Southbridge Town Council approved the Supplemental FY09 budget for the Library. Our budget will rest at \$436,639, less the \$25,000 transfer from the Library Incentive Grant (\$411,639). This is a decrease of 1.3% from the FY08 Budget total of \$430,931. Based on this final budget, the book budget will rest at \$77,054.

*Staffing* — Michelle Garcia was selected as the new Library Assistant S-5. She started in her part-time permanent position on July 1. Michelle was formally a Library Aide in the Technical Services and Children's Departments and has worked for the Library for 3 years. She replaces Lynn Wolstencroft, who is serving as the Technical Services Librarian.

The Library is currently accepting applications for the vacant Library Aide position in the Children's Room. Also, in the coming month, the Library will also post for a Library Aide position in Technical Services and a Library Page position; both positions will open due to staff leaving to attend college.

*Summer Reading Program* — We have passed the halfway mark for the Summer Reading Program. To date, staff has registered 173 children, 39 teens, and 142 adults. The theme for the children's program is "Wild Reads @ Your Library." The theme for the young adults is "X-pect the Un-X-pected @ Your Library." The program ends on August 8.

## **FRIENDS OF THE LIBRARY**

The FOJEL hosted their third annual "Artful Friends" art fundraiser. A large crowd attended the June 26 event. The FOJEL are already making plans for "Artful Friends" 2009.

The FOJEL launched a new program on July 10 – "Library Box Office": Independent and Foreign Film Series. This series will feature a new independent or foreign film on the second Thursday of each month at 6:00 in the Pioppi Room.

## **COMING EVENTS**

Reverse Mortgages: Is It Right for You?	July 16 – Noon-1:00 P.M.
Open Art Reception: "Street Art" by Charlie	July 42 – 6:30 P.M.
Investing & Financial Planning	July 31– 6:30 P.M.
Opening Art Reception: Susan MacWilliams	August 7 – 6:30 P.M.
Downsizing: A Lifestyle Change	August 13 – Noon – 1:00 P.M.
Film: "Her Name is Sabine"	August 14 – 6:00 P.M.