

March 20, 1934.

A special meeting to discuss immediate problems was called Monday evening March 20, 1934. Trustees present were Messrs. Richard Paige, George Wells, Oswald Laliberte and Mrs. Hamilton K. Smith.

Mr. Paige was made chairman of the board and Mrs. Smith secretary for one year.

Mr. Fred Corbin's term as trustee having expired the appointment of Mr. Robert Montague was made by the Selectmen, and due to the resignation of Mr. Grant they also named Mr. Seaver Rice for the board.

The trustees of the Library are indeed aware of the time and energy Mr. Corbin and Mr. Grant have given in their duties and wish to express their appreciation of such faithful services.

Other appointments were as follows:

Book committee-----George Wells
 Building-----Oswald Laliberte
 Grounds-----Seaver Rice

A motion was and seconded that the chairman draw up tentative by-laws and submit same at the next meeting.

Business matters which followed were:

First-

The matter of vandalism and defacing library property was discussed. It was decided for the present no one was to be prosecuted but restitution was to be made for the damage already done, and an article was to be put in the local paper explaining the future policy of the trustees in such cases.

Second-

Miss Bamford is to handle accounts under Mrs. Smith's approval until Miss Miersch's return. She is also to buy books as needed after submitting book lists to Mr. Wells.

Third-

After an explanation of the status of Library employees, it was voted to fix the rate of pay the same as was voted at town meeting, namely a ten percent cut for the current year for all town workers.

The meeting was then adjourned.

Gertrude W. Smith
 Secretary

LIBRARY TO DRIVE AGAINST VANDALS

Trustees of Jacob Edwards Memorial library will conduct a campaign against vandals who deface and destroy books and other property at the public institution, they announced today.

A case has been brought to the attention of the trustees wherein a local resident cut pages from a valuable book owned by the library. The case was investigated by the board and the person admitted his guilt, agreeing to make restitution for the cost of the book.

In the future, however, the trustees promised to prosecute vandals to the full extent of the law, requiring at the same time payment for the book or magazine damaged and subjecting the person to exclusion from the library.

April 11, 1934.

The regular meeting of the trustees was held April 11, 1934 in the library. There were five members present; Mr. Richard Paige, Mr. Oswald Laliberte, Mr. Robert Montague, Mr. Seaver Rice, and Mrs. Hamilton Smith.

After the readings of the minutes of the previous meeting, a discussion of trustees' duties for the benefit of the new members followed. A motion was made and seconded that the chairman be a committee of one to draw up by-laws to include necessary details for the running of the library.

The meeting adjourned.

Gertrude W. Smith
Secretary

May 2, 1934

BY-LAWS
JACOB EDWARDS MEMORIAL LIBRARY
Southbridge, Mass.

Adopted June 13, 1934 by the Board of Trustees.

Article I
Officers

Section 1.

The officers of the Board of Trustees shall be a Chairman and Secretary who shall be elected annually by ballot at the first meeting after the annual appointment of Trustees by the Board of Selectmen and the Edwards Estate.

Section 2.

The Chairman shall exercise general supervision of the affairs of the Library; he shall preside at the meetings of the Board; shall appoint annually and be an ex-officio member of the standing committees.

Section 3.

The Secretary shall keep proper records of the meetings of the Board of Trustees, shall conduct all its correspondence and keep a record of the same; notify members of all meetings, and perform such other duties as the Board of Trustees may require.

Article II
Meetings

Section 1.

Regular meetings of the Board of Trustees shall be held in the Library Building at 7 P.M. on the second Wednesday of each month except July and August.

Section 2.

Special meetings may be called by the Chairman, and shall be called by him at the request of any two members. Due notice thereof shall be given the members by the Secretary.

Section 3.

Four members shall constitute a quorum of the Board of Trustees.

Section 4.

The order of the business at any regular meeting shall be as follows:

- Reading of the records of the previous meeting.
- Report of the Committees.
- Unfinished business.
- New business.
- Librarian's report.

Article III
Standing Committees.

Section 1.

Standing Committees to be appointed annually by the Chairman for particular duties under the direction of the Board of Trustees shall be as follows:
Administration Committee.
Book Committee.
Property Committee.

Section 2.

The Administration Committee shall, under the direction of the Board of Trustees, supervise the operation of the library system, recommend appointments to the staff and salaries of its members, and such details as the Board of Trustees shall from time to time entrust to them. It shall consist of three members, including the Chairman ex-officio.

Section 3.

The Book Committee shall supervise the selection, purchase, and exchange of books and magazines, the amount of expenditure to be determined by the Board of Trustees. It shall consist of three members, including the Chairman ex-officio and the Librarian.

Section 4.

The Property Committee shall have full charge of buildings, furnishings, fittings and grounds of the library, and attend to maintenance, improvements and extensions. It shall consist of three members including the Chairman ex-officio.

Article IV
Appointments.

Section 1.

The Librarian and Assistant Librarian shall be appointed by the Board of Trustees, and have an indefinite term of service. In case of removal from office, the Librarian shall be given a written notice of not less than thirty days. In case of the resignation of the Librarian, the Board of Trustees shall be given the same notice.

Article V
Librarian

Section 1.

The Librarian shall, under the direction of the Board of Trustees, have the general charge, management and control of the library, and of all persons employed therein. At each regular meeting, the Librarian shall report to the Board of Trustees the general condition of the library. In the absence of the Librarian the Assistant Librarian shall perform the duties of the Librarian.

Article VI
Regulations

Section 1.

Regulations governing the operation of the library may be made from time to time by the Board of Trustees, a copy of such regulations to be kept by the Secretary.

Article VII
Hours

Section 1.

The Library Building shall be open on such days and during such hours as the Board of Trustees shall from time to time determine.

Article VIII
Expenditures

Section 1.

Bills for expenditures shall be authenticated by the Librarian, signed by a majority of the Board of Trustees, and delivered to the Town Accountant for his verification, before payment.

Article IX
Amendments

Section 1.

These By-laws may be amended at any regular meeting of the Board of Trustees by a vote of a majority of the members of the Board, provided that the notice of such meeting shall have included a statement of the proposed amendment.

June 13, 1934.

Present Messrs. Paige, George Wells, Robert Montague, Oswald Laliberte, Seaver Rice, and Mrs. Hamilton Smith.

Voted- That the By-laws and regulations for the running of the Library be adopted.

Voted- That the Librarian be authorized to purchase new covers for magazines, of the type now in use, at a cost of not over \$40.

Voted- That the Librarian be authorized to hire by the hour a man to do janitor work at the Library during the vacation of the regular janitor, compensation to be fixed by her.

Voted- That the Assistant Librarian be given a vacation of ten days in addition to her regular vacation of one month, without pay.

Meeting adjourned at 8.40 p.m.

J. W. Smith
Secretary

September 12, 1934

Present Messrs. Oswald Laliberte, Robert Montague, George B. Wells, Mrs. Hamilton Smith.

Voted- That Miss Alice Hebert be given indefinite leave of absence - Miss Muriel Price to be temporary second assistant at \$70 per month, commencing September 17th.

Also that Miss Jana Eingley be paid \$.35 an hour.

Sunday opening of the Library discussed. Decided to postpone opening and discuss the matter further at the October meeting.

J. W. Smith
Sec.

Voted- Concerning the question of Provision no. 3 in by-laws (for non-residents)- that the Library continue the same fees now in practice.

Budget as presented approved and placed on file.

Voted- That Compton's Encyclopedia be ordered on approval, as suggested by the Librarian.

~~October~~ 10, 1934

Present at the regular meeting of the Library Committee

Messrs. Paige, Montague, Tetreault, Laliberte and Rice.

Mr. Robert Montague appointed Secretary pro tem.

Suggested that the Governor's proclamation of Library week be given to the Southbridge News for publicity.

Voted- That the Library be opened on Sundays for reading and reference use, until January 1st, 1935, from two to nine p.m. (with a supper hour excepted, if desirable), as an experiment; to be continued if the use warrants - Librarian authorized to procure any additional assistance and make any additional expenditures necessary to accomplish this.

Announced - The appointment of George Wells and Gertrude W. Smith as permanent trustees of the Library, to represent the Edwards Bequest.

Discussion concerning the use of the rear of the Library premises for municipal parking purposes. It was the sentiment of the meeting that favorable consideration be given to the suggestion, details to be arranged with proper committees before any final approval given by

Trustees.

Laying of new electric cable from pole on Foster St. to

Library approved as arranged for by Chairman.

Approved- Purchase of New Compton's Encyclopedia for
children.

Met at 7 p.m.; adjourned at 7.45 p.m.

November 14, 1934.

Members present Messrs. Paige, Montague, Tetreault, Laliberte,
and Mrs. Smith.

Voted- To add U.S. News and News Week to the periodicals and
newspapers to be taken for 1935. Also, to substitute
periodicals as suggested by Librarian.

Voted- That the Secretary write an appreciation of the ser-
vices of Alice Hebert, who passed away last month. A
copy of the same to be sent to the Hebert family.

Voted- To accept the linotype cut of the Library, which had
been made for use in the local newspapers.

Gertrude W. Smith