

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

January 23, 1951

PRESENT: W.W.Crawford N.J.Pioppi G.W.Smith
O.J.Laliberte E.P.Sheehan J.O.Martin

INVITED: H.T.Heather, Acting Librarian

ABSENT: J.K.Edwards

Meeting held in Library Trustees Conference Room
5:00 - 6:10 p.m. 1/23/51

1. Secretary's Report The Secretary's report was accepted.
2. Treasurer's Report The Treasurer's report was accepted.
3. Weekly Pay for Custodian It was stated that the custodian wishes to be paid every week, and the Treasurer agreed to check and see if this would be possible.
4. Parking Area The Secretary reported that he had checked with the Town Counsel as to the possibility of the Town gaining a prescriptive right over the parking space to the rear of the Library, and the Town Counsel advised him that this was impossible because the use was not adverse.
5. Meeting with Finance Committee The Treasurer reported on his meeting with the Sub-Committee of the Finance Committee.
6. Saturday Mornings Off A request was made that the Library staff have one Saturday morning off a month, and the matter of arranging this was left to the Acting Librarian.

John O. Martin, Secy.-Treas.
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

February 20, 1951

PRESENT: G.W.Smith E.P.Sheehan
 N.J.Pioppi J.O.Martin

INVITED: H.T.Heather, Librarian

ABSENT: W.W.Crawford
 J.K.Edwards O.J.Laliberte

Meeting was held in Library Trustees Conference Room
 5:00 - 6:00 p.m. 2/20/51

1. Secretary's Report The Secretary's report was omitted.
2. Treasurer's Report The Treasurer's report was accepted by the Board.
3. Refinishing Windows The Board agreed to investigate the possibility of having the windows of the Library repainted and repuffed, since they are in great need of being done.
4. Clock for Library Basement The Librarian stated that there is a need for a clock in the basement of the Library and that there is an old clock in one room in the basement. It was agreed that D.K.Merrill will be approached to see if he can put that clock into running condition.
5. Resignation of Mrs. Smith The resignation of G.W.Smith and the appointment of E.D.Mitchell to the Board was announced to the Trustees. After a motion duly made and seconded, the resignation was accepted with deep regret by the Board. Mrs. Smith has served the Board well and faithfully for 24 years, and it is with a keen sense of personal loss that her resignation is recognized.

John O. Martin, Secy.-Treas.
 Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

March 20, 1951

PRESENT: J.K.Edwards J.O.Martin
E.D.Mitchell N.J.Pioppi E.P.Sheehan

INVITED: H.T.Heather, Acting Librarian

ABSENT: W.W.Crawford O.J.Laliberte

Meeting held in Library Trustees Conference Room
5:00 p.m. - 6:05 p.m. 3/20/51

- 1. Secretary's Report The Secretary's report was read and accepted.
- 2. Treasurer's Report The Treasurer's report was read and accepted.
- 3. Chairman - N.J.Pioppi Upon a motion made and seconded, Dr. N.J.Pioppi was unanimously elected Chairman of the Board of the Board of Trustees.
- 4. E.D.Mitchell New Trustee The Chairman welcomed E.D.Mitchell, newly appointed Trustee to the Board.
- 5. Waxing Floors It was agreed that the floors of the Library should be waxed every four weeks in order to keep them in as good condition as possible.
- 6. Extra Summer Help It was agreed that summer help should again be employed to help the Library during the vacations of the regular staff.
- 7. Disposal of Old Books and Magazines It was suggested that the Library might auction off old books and magazines. The legality of this action will be investigated and as soon as that has been clarified, action will be taken in accordance with the decision.
- 8. Resignation of Treasurer J.O.Martin resigned from the position of Treasurer of the Board.
- 9. Election of Treasurer E.D.Mitchell, upon a motion duly made and seconded, was elected Treasurer.

John O. Martin, Secretary
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

April 24, 1951

PRESENT: J.K.Edwards E.D.Mitchell E.F.Sheehan
O.J.Laliberte N.J.Fioppi J.O.Martin

INVITED: H.T.Heather, Librarian (acting)

ABSENT: W.W.Crawford

Meeting held in Library Trustees Conference Room
5:00 p.m. - 6:00 p.m. 4/24/51

- 1. Secretary's Report The Secretary's report was read and accepted.
- 2. Treasurer's Report The Treasurer's report was read and accepted. In connection with the fines collected, the Library circulation was discussed. This has shown a downward movement because of the school vacation during the past week, and also television has cut down general circulation.
- 3. Old Books and Magazines The Librarian will contact the State Library Bureau to ask that their service of going over the Library and culling out old books and magazines and recommending disposal of them be made available to this Library.
- 4. Letter from G.W.Smith The Secretary read a letter of thanks from G.W.Smith to the Trustees.
- 5. Job in Librarian's Position The Secretary reported that Robert Fidoten will not accept the position of Librarian.
- 6. Painting the Building O.J.Laliberte reported on bids for painting the windows and the rest of the building, including the iron grill and the flag pole. This matter will be held in abeyance until other structural corrections have been made.
- 7. Rain Gutters O.J.Laliberte reported that the gutters are in poor condition, and the Board authorized him to have a roofing contractor look at them and see what should be done. He pointed out that the plaster inside the building is disintegrating in the corners because of leaks in the gutters.

Meeting of April 24, 1951 (cont.)

8. Grounds

It was agreed that help will be obtained for the custodian to roll the lawn; loam will be obtained to fill in the hollows in the lawn and these will be re-seeded. The trees will be trimmed and sprayed, and the flag pole will be painted before Memorial Day.

9. Public Library Week and Public Library Day

The Librarian reported that the week of May 21-26 is Public Library Week and that May 24th is Public Library Day.

10. Display of Children's Books

During the week of May 14th, a display of new children's books will be set up for the Library.

John O. Martin, Secretary
Board of Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

May 22, 1951

PRESENT: W.W.Crawford E.D.Mitchell
O.J.Laliberte J.O.Martin

INVITED: H.T.Heather, Acting Librarian

ABSENT: J.K.Edwards N.J.Pioppi E.P.Sheehan

Meeting held in Library Trustees Conference Room
5:00 P.M. - 6:00 P.M. 5/22/51

1. Secretary's Report The Secretary's report was read and accepted.
2. Treasurer's Report The Treasurer's report was read and accepted.
3. Grounds Loam has been obtained for the grounds and the grounds has been seeded. The Custodian will trim the trees to the best of his ability, and they will be sprayed later. The flag pole will be painted in a few days.
4. Gutters As soon as O.J.Laliberte receives recommendations and estimates from roofing contractors, he will bring this matter before the Committee.
5. Old Books and Magazines Mrs. Heather read a letter from the General Secretary of the Division of Public Libraries. It says that because of the large demand for the service of weeding out old books and magazines, the Division is not able to complete the work. However, Weeding Work Shops are being established throughout the State to teach librarians how to do this work, and the Library will be informed when one of these is held in this vicinity.
6. Vacation - Acting Librarian Mrs. Heather will take her vacation the last week in June and the first and second weeks in July.
7. Stool for Desk Mrs. Heather was authorized to obtain a new stool for the desk and a dispenser for paper cups.
8. Signs O.J.Laliberte will procure four "Keep Off the Grass" signs.

John O. Martin, Secretary
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

June 19, 1951

PRESENT: W.W.Crawford E.D.Mitchell
O.J.Laliberte N.J.Pioppi

INVITED: H.T.Heather, Acting Librarian

ABSENT: J.K.Edwards J.O.Martin E.P.Sheehan

1. Secretary's Report The Secretary's report was read and accepted.

2. Treasurer's Report The Treasurer's report was read and accepted.

3. Grounds O.J.Laliberte reported that the flag pole and ball had been painted by George Duquette at a cost of \$68.50.

Mrs. Heather stated that Romeo, because of the small lawn mower he uses, is spending too much of his time cutting the grass. O.J.Laliberte was authorized to look into the matter with Romeo of getting a wider mower or possibly a power mower, the cost not to exceed \$150.00.

4. Gutters O.J.Laliberte reported on the condition of the gutters. The copper lining has holes that need repairing; the conductor pipes were filled with leaves, therefore should be cleaned out and covered with wire cages; and finally, the stone ledge below the cutters, not now covered with metal, was catching the overflow from the gutters and was allowing seepage.

After discussion, the Building Committee was authorized to have gutters repaired, the necessary metal work done, and wire cages placed over the conductor pipes. The cost of these repairs is estimated not to exceed \$500 and is to be charged against the Special Reserve.

5. Lighting O.J.Laliberte has arranged for the Worcester County Gas & Electric Co. to make a survey of the lighting requirements of the Reading Room and also to submit a report on the cost of satisfactory fixtures.

6. Painting O.J.Laliberte was authorized to have the outside trim of the building painted during the summer at a cost of approximately \$400.00.

7. Children's Records Mrs. Heather was authorized to purchase a few children's records for the Reading Club.

E. D. Mitchell, Secretary Pro Tem

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

September 18, 1951

PRESENT: W.W.Crawford E.D.Mitchell
 J.K.Edwards E.P.Sheehan J.O.Martin

INVITED: M.Barrett, Librarian

ABSENT: O.J.Laliberte, N.J.Pioppi

Meeting held in Library Trustees Conference Room
 5:00 p.m. - 5:45 p.m. 9/18/51
 W.W.Crawford, Chairman pro tem

1. Secretary's Report The Secretary's report was read and accepted.
2. Treasurer's Report The Treasurer's report was read and accepted.
3. Resignation of Children's Librarian The resignation of Miss Laforce, Children's Librarian, was tendered to the Trustees and the Board accepted it with regret. This will be effective October 1st.
4. Leave of Absence - Mrs. Heather Upon her request, it was voted that Mrs. Heather should receive three weeks leave of absence with pay and a \$50 cash bonus as an indication of the gratitude of the Board for her excellent work as Acting Librarian for the past eight months.
5. Great Books Foundation The Librarian presented information on the Great Books Foundation and asked the opinion of the Board as to the Library's participation. It was agreed that the Librarian should place publicity in the Southbridge Evening News to see what interest might be forthcoming about it, and further, that the Librarian will contact the school system to see what interest might be forthcoming. When this information has been gathered, further plans will be formulated as indicated.
6. Invitation To Teachers It was agreed that the Librarian should contact The Superintendent of Schools to find the names of the new teachers in the public schools system and that she invite these and the teachers of the parochial schools to visit the Library so that she may show them what the Library offers for both teachers and students in our schools.

John O. Martin, Secretary
 Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

October 23, 1951

PRESENT: W.W.Crawford O.J.Laliberte E.P.Sheehan
J.K.Edwards N.J.Pioppi J.O.Martin
E.D.Mitchell

INVITED: M. Barrett, Librarian

Meeting held in Library Trustees Conference Room
5:00 p.m. - 5:55 p.m. 10/23/51

1. Secretary's Report The Secretary's report was read and accepted.
2. Treasurer's Report The Treasurer's report was read and accepted.
3. Children's Librarian The Board authorized the Librarian to use her discretion in obtaining a temporary replacement for Miss Laforce. This may result in the part-time employment of Mrs. Nash at 85¢ an hour, and an attempt to fill the gap with the present staff until a trained Children's Librarian can be hired.
4. Purchase of Fuel by Bid The query from the Selectmen as to whether or not the Board favors purchasing fuel for all town-owned buildings from one dealer under competitive bid was considered by the Board, and the Board agreed that it does not favor this procedure. First, because frequently Trustee funds are used to purchased fuel; second, because it fears that the excellent service enjoyed by the Library over the past years might be lost under a new arrangement.
5. Card Catalog Children's Library The Librarian was authorized to buy a 35 drawer card catalog for the Children's Library since the present catalog is incapable of taking any more cards.
6. Great Books The Librarian reported that the Great Books course appears to be a certainty.
7. Book Week The second week of November will be Book Week and the Librarian hopes to have book displays in store windows.

John O. Martin, Secretary
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

November 27, 1951

PRESENT: W.W.Crawford O.J.Laliberte N.J.Pioppi
 J.K.Edwards E.D.Mitchell

INVITED: M.Barrett, Librarian

ABSENT: J.O.Martin E.P.Sheehan

Meeting held in Library Trustees Conference Room
 5:00 p.m. - 6:10 p.m. 11/27/51

1. Secretary's
 Report

Reading of the Secretary's report was waived.

2. Treasurer's
 Report

The Treasurer's report was read and accepted.

3. Financial
 Situation

The financial situation was discussed. It was brought out that there will be an unexpended balance of approximately \$500 in the Town's salary appropriation, resulting from the absence of a librarian for nine months, but that the expense appropriation will be exhausted with the payment of the bills approved at this meeting.

The Treasurer reported that the balance in the Town's special appropriation for repairs and improvements to be \$4,000. A discussion followed pointing the need for this amount for improved lighting facilities in the reference rooms.

The Trustees cash account showed a balance of \$4,328 at the end of October, with additional receipts in November of approximately \$2,300. It was agreed, therefore, that the Treasurer be instructed to transfer \$2,500 to a savings account.

4. Lighting
 Trees

It was voted to decorate the evergreen trees beside the front entrance during the holiday season.

5. Children's
 Librarian

Miss Barrett reported that Mrs. Hazelton had agreed to accept the position of Children's Librarian. It was voted, therefore, that her salary be increased to \$1,950 per year, effective December 3, 1951.

Meeting of November 27, 1951 (Cont.)

6. Children's
Library

It was reported that the local veterans' organizations were searching for a suitable means of establishing a permanent World War II Memorial. The suggestion was made that possibly these organizations could be interested in making that memorial in the form of an addition to the library for the children. This suggestion was very favorably received by the group but it was recommended that before approaching the veterans, Mr. Leon Little should be contacted as to what could be done in the way of such a memorial that would be completely satisfactory to him and his co-trustees.

The possibility of putting an article in the Town Warrant requesting an addition to the Library for a children's section was also discussed.

E.D. Mitchell, Sec. Pro Tem
Board of Library Trustees

JACOB EDWARDS MEMORIAL LIBRARY

LIBRARY TRUSTEES MEETING

December 18, 1951

PRESENT: O.J.Laliberte N.J.Pioppi J.O.Martin
 E.D.Mitchell E.P.Sheehan

INVITED: M.Barrett, Librarian

ABSENT: W.W.Crawford J.K.Edwards

Meeting held in Library Trustees Conference Room
 5:00 p.m. - 6:00 p.m. 12/18/51

1. Secretary's Report The Secretary's report was read and accepted.
2. Treasurer's Report The Treasurer's report was read and accepted.
3. Transfer of Funds It was reported that a transfer of \$300 from the Library Salary Account to the All Others Account was voted at the special Town Meeting of December 7.
4. Lighting O.J.Laliberte reported on the estimate for renovating the lighting of the Library. This will be further considered at the next meeting.
5. Christmas Tree Lights O.J.Laliberte reported that Christmas tree lights had been installed in front of the Library.
6. Cleaning Roof Gutters O.J.Laliberte reported that the roof gutters seem to be blocked up and he will have them cleaned.
7. Furnace Condition It was reported that the Library has been cold during extreme cold weather, and O.J.Laliberte will investigate this.
8. Purchase Of Chairs The Board of Trustees considered the matter of need for folding chairs for children's classes in the Library. Information was presented that chairs can be obtained for \$3.50 each. It was agreed that the Library needs these, so the Treasurer was authorized to purchase 50 of these chairs.
9. Staff Room The Librarian mentioned the need for a staff room. It was agreed that the Trustees room should be made available for this need, and

Meeting of December 18, 1951 (Cont.)

such screens and furniture to establish such a room should be obtained. The Librarian will make a list of the furniture and action will be taken at the next meeting.

John O. Martin, Secretary
Board of Library Trustees