

TRUSTEES OF THE JACOB EDWARDS LIBRARY  
MEETING MINUTES  
JANUARY 27, 1987

Call to order: 12:05 p.m.

Present: Lenti, Mills, VanVooren, Lewis, Dacoles and Latham.

Secretary: Lewis moved the minutes of the December 23, 1986 meeting be approved as written. Dacoles seconded. So voted.

Latham distributed a revised proposal for an FY'88 operating budget. He explained that, under instructions from the town manager, he has included figures for status quo funding, and reductions just qualifying for state aid funding. Mills moved that the board endorse Latham's proposed budget as presented for full funding, and that they go on record as rejecting any proposal for significantly reducing the library's service capability. Dacoles seconded. So voted.

Mills moved that Latham be directed to contact the Town Manager regarding the town's difficult financial situation to discuss what action may be taken by the library and its Trustees to encourage the voters to override the provisions of Proposition Two and a Half in the March town elections; and that Latham should contact the area League of Women Voters to see if a presentation can be made to alert the voters to the service impact if the town cannot generate sufficient funds to cover its departmental needs. Dacoles seconded. So voted.

VanVooren moved that Latham prepare a letter directed to the town manager that includes salary comparisons between school and public library positions and indicating the Board's strong wish that measures be taken to bring Latham's salary up to a level comparable with the school department. Mills seconded. So voted.

Regarding a meeting scheduled for January 29 with officials of the Old Sturbridge Village Research Library, Joshua Hyde Library in Sturbridge, Southbridge Historical Society, and Southbridge Library, to discuss collection development policies within each of the participating agencies, Latham asked the Board whether there was any special points the Board wished him to make at the meeting. The general consensus of the Board was that our policy should be presented as it exists, and that the Board withhold any clarification of the policy

until it can learn the focus of each of the other participants. No motion was made.

Latham reported that he had received cash gifts from the following sources: \$100 from John and Gloria Kay for unrestricted purposes; \$100 from the Southbridge Woman's Club for support of children's services at the library; and \$50 from Betsy Stevens for unrestricted purposes. VanVooren moved that the library purchase a microwave oven with the most recent Kay gift and previous gifts from the same source still uncommitted by the library. Mills seconded. So voted.

Latham reported that he had prepared two applications as part of the State Competitive Grant process: \$19,700 for the Southbridge Non-Traditional Media Project that would fund video tapes, cassette tapes and compact discs; and \$7,800 for the Southbridge Spanish Language Project that would fund materials for the Spanish speaking. Latham explained that while Board approval was not required, Chairman Lenti would need to co-sign each application.

Latham reported that the Town Manager had expressed concern that the library did not have a more restrictive policy covering the selection and use of its collection of videotapes, explaining he had had some complaints about the tapes available to youth through the local video retailers. The Board generally agreed that the Materials Selection Policy approved by the Board covered all materials in the library collection and that it would not be in the best interest of the library to create a policy specific to this media type. No motion was made.

Latham distributed to the Board a revised Storm Policy explaining that some of the staff felt the existing policy was confusing regarding the provisions of lost time if staff are unable to get to work in a storm or wish to leave early. Mills moved the Board adopt the policy as revised. Dacoles seconded. So voted.

Latham explained that the disciplinary problems with young adults that have been plaguing the library have improved, and that he has informed the police to discontinue the foot patrols in the afternoons. Latham felt that the measures taken to combat the problem - working with the schools and police - had been very successful.

The meeting adjourned at 1:22 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY  
MEETING MINUTES  
FEBRUARY 24, 1987

Call to order: 12:01 p.m.

Present: Lenti, Morrill, Mills, VanVooren, Lewis, Dacoles  
and Latham.

Secretary: Mills moved the minutes of the January 25, 1987  
meeting be approved as written. Morrill seconded.  
So voted.

Lenti, in the absense of Treasurer Dumas, read a report of  
the balances of funds held locally.

Latham reported on the status of the library's FY'88  
operating budget request, noting that he had met  
with Town Manager Howley to discuss the Board's  
proposal. The manager has not yet provided Latham  
with his recommendation on the proposed budget.  
Latham indicated that because of an increase in  
state aid to the town, an override of proposition  
2.5 was not considered necessary.

Latham also reported that the manager has not yet responded  
to the Board's request that the director's salary  
be upgraded in light of salaries offered through  
the Southbridge School Department for library  
positions.

Latham reported that the state competitive grants outlined  
at last month's meeting had been filed with the  
Massachusetts Board of Library Commissioners  
office. Mills questioned whether the proposed  
Spanish Language Project was in the best interest  
of the hispanic community, or whether we wouldn't  
be better served strengthening the English as a  
Second Language programs available. Latham  
suggested the program act as a lure, that once  
in the door, these readers could be provided with  
information about Literacy Volunteers. Latham  
noted that the second proposal - non-traditional  
media - had been substantially re-worked from what  
was previously outlined, joining forces with the  
library in Auburn (also a C/W MARS member).

Latham distributed to the Board proposed revisions to the  
library's Overdue Materials Policy. He explained  
that the changes brought the policy in line with  
the new procedures in use with the C/W MARS  
system. Mills moved the Overdue Materials Policy  
be accepted as revised. VanVooren seconded. So  
voted.

( Latham noted that the staff recommended the library consider offering delinquent borrowers an amnesty week during which time they might bring back overdue books without paying the overdue charges. The board generally agreed that if these weeks were offered regularly, it would discourage responsible borrowing practice by encouraging delinquent borrowers to hold overdue materials until the next amnesty period. Mills moved that Latham offer an amnesty week for the library at his earliest convenience, and that all publicity clearly emphasize that this is a one time opportunity tied to a revised overdue policy and new C/W MARS procedures. Van Vooren seconded. So voted.

Latham reported that Jean Manbeck, Librarian Assistant in the Children's Department, had resigned recently, and that the library was having difficulty attracting qualified candidates.

( Latham reported that the procedure for processing payroll at the library had changed with the introduction of a time clock. Payroll vouchers would no longer be prepared in advance of the hours worked, which would make it impossible for the Board to sign prepared vouchers prior to submission to the town hall. The Board generally agreed to the changes, however they recommended a completed payroll from the previous week be attached to the blank voucher form to give them an estimate for reference. No motion was made.

The meeting adjourned at 12:43 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY  
MEETING MINUTES  
MARCH 24, 1987

Call to order: 12:04 p.m.

Present: Lenti, VanVooren, Dumas, Morrill, Lewis, Mills and Latham.

Secretary: Morrill moved the minutes of the February 24, 1987 meeting be accepted as written. Mills seconded. So voted.

Treasurer: Dumas reported that the library was 10% below budget, and that there were no major expenses anticipated from trust accounts.

Dumas reported that John Dolan, Trust Officer for the Bank of New England, has written regarding the reappointment of Dumas, Morrill, Vanvooren and Dacles to the Board, and about the withholding of trust income to be invested by the Bank of New England. Dumas was instructed to contact Mr. Dolan informing him that the four trustees are willing to continue serving on the Board, that the Board continues to request the Bank to hold the interest for investment by his bank or until such time as the Board requires the funds for a special project, and finally to invite Mr. Dolan to the Board's meeting on May 26. No motion was made.

Latham reported that there was no new information to report on the progress of the Library's FY'88 budget request, that Town Manager Howley has yet to finalize his recommendation to the Town Council.

Latham also reported that no official response has yet been received from the Manager's office regarding the Board's request for a salary increase for the Library Director. Morrill moved that a letter be prepared from the Board addressed to the Chairman of the Town Council outlining the background of this issue, and requesting his support. Mills seconded. So voted. Morrill noted that the public library was assuming much of the responsibility for library service to the elementary schools, and that should be brought to the attention of the town's funding authority. In light of the town's lack of libraries in the elementary schools, he requested Latham investigate into any state standards in effect for this service.

Latham reported that the library was ineligible for funding through the Massachusetts Council on the Arts and Humanities for conservation projects on materials in the Holmes Ammidown Room because several background steps were required prior to submitting a proposal. He explained that the Library needed a Collection Management and Development Policy, a conservation survey, and environmental survey, and a conservation plan. He distributed to the Board a draft Collection Development and Management Policy. After considerable discussion about the policy, the Board generally agreed that the Board of Directors of the Southbridge Historical Society should be invited to comment on the policy, particularly on the sections pertaining to the cooperative agreements between the library and the Society. Latham will meet with Society representatives for their feedback and report back to the Board at their April meeting.

Latham reported that an environmental survey will be conducted by representative from the Secretary of States office at no charge, but that the conservation survey is likely to cost close to \$1,000. He noted that partial funding for this survey is available through the Northeast Document Conservation Center, and he will look into the possibility of getting the grant.

Latham distributed to the Board a statement he recommended be added to the library's Materials Selection Policy. He explained that the new language would alert potential donors to the way in which the library catalogs and stores its materials, discouraging requests for the creation of separate sections for donated collections. Mills moved the policy be accepted as revised, Morrill seconded. So voted.

Latham distributed to the Board a list of concerns regarding the library's meeting room policy in effect since 1981. The Board spent considerable time discussing these concerns and requested Latham develop a draft policy revision for the April meeting. Specific points to be addressed in the revision included an increase in fees, smoking in the library, meetings in series, and tighter eligibility restrictions.

Latham noted that in connection with the meeting room policy he had received a request from the Southbridge Conservation Commission asking that they be allowed space at the library to meet and to store a four drawer filing cabinet. Mills moved that

the Commission be welcomed to meet at the library provided they can live within the meeting room requirements, specifically the requirement that meetings are completed before the library is set to close, however that space should not be provided for storage of supplies, equipment or furniture for outside agencies. Dumas seconded. So voted.

Latham requested the meeting date for the April meeting be changed from April 28 to April 21, citing a conflict with a C/W MARS meeting. While no motion was made the Board generally agreed to the change.

Dumas moved the Board allocate up to \$200 from trust account to support activity during National Library Week, April 5-11. Morrill seconded. So voted. In connection with National Library Week, Latham announced that the Family of the Year Award would this year go to the Nicholas and Margot Siniari family, and that the Champion Borrower would this year be Katherine Spielman.

Dumas moved the library allocate \$100 from the Gift Book Account to pay for the Jacob Edwards Library's participation in the American Library Association's Library Development Program. Mills seconded. So voted.

Latham noted that an amnesty week was held March 15-21 with discouraging results. Mills moved that the library consider stronger action against these outstanding delinquent borrowers, including the option of using a collection agency. Morrill seconded. So voted.

Latham reported that the two grants submitted to the Massachusetts Board of Library Commissioners on foreign language materials and audio visual materials have been favorably reported out of committee and are now waiting approval by the commissioners themselves and funding by the legislature; that Corinna Pena had been hired as the assistant children's librarian; that Paul Rogers had been contracted to conduct an in-service training program for library staff on the ongoing care of library landscaping; that the plaque for Mary Jane Pioppi has been received; and the the Globe Village painting loaned to the Corchoran Gallery is due to be returned April 21.

The meeting adjourned at 1:42 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY  
MEETING MINUTES  
APRIL 24, 1987

Call to order: 12:04 p.m.

Present: Lenti, VanVooren, Dumas, Morrill, Lewis, Mills,  
Dacoles and Latham.

Secretary: Dumas moved the minutes of the March 24, 1987  
meeting be accepted as written. Mills seconded.  
So voted.

Treasurer: Dumas reported on correspondance he received from  
John Dolan, Trust Officer for the Bank of New  
England, accepting our offer that he attend the  
May 26, 1987, Board meeting. It was suggested  
that the library provide lunch for the occasion.  
Dumas also reported on the status of funds held  
locally by the Board.

Latham reported that the manager had finalized his  
recommendation on the Library's FY'88 operating  
budget, and that he would be meeting with the  
Education and Human Services sub-committee of the  
Town Council on Thursday, April 22 to review the  
budget proposal.

The Trustee's proposal to upgrade the Library Director's  
salary was discussed, as was the proposal to  
equalize the effective hourly rates of the  
library's clerical help with other non-unionized  
employees working for the Town of Southbridge.

Paul Mills move to accept the Library's Meeting Room Policy  
as revised. Morrill seconded. So voted. In the  
context of the new policy, it was agreed that  
meetings should be limited to the library's open  
hours, and that groups should not be permitted to  
start meetings before the library opens for  
business; that smoking should no longer be allowed  
in the building; and that the application forms  
should be reviewed by the Town Attorney to assure  
we are protected from unnecessary liability  
claims.

Latham explained that the policies controlling the  
collections of the Holmes Ammidown Room could be  
divided into two parts, Collection Development and  
Collection Maintenance. Mills moved that the  
Holmes Ammidown Collection Development Policy be  
approved as drafted. Morrill seconded. So voted.  
Latham explained that he was still working on a



draft of a collection maintenance policy and would present a recommendation to the Board at a future meeting.

Latham reported that the two grants submitted to the Massachusetts Board of Library Commissioners on foreign language materials and audio visual materials have been approved by the commissioners and are now waiting for funding by the state legislature. Should the funds become available, the grants would run from July 1, 1987 to June 30, 1988.

Latham reported that the GLOBE VILLAGE painting was returned by the Corcoran Gallery; and that the next used booksale would be sponsored by the youth group of the Methodist church in Southbridge on May 30 as part of the all arts festival.

The Board generally agreed to reschedule its June meeting to Tuesday, June 30.

The meeting adjourned at 1:10 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY  
MEETING MINUTES  
MAY 26, 1987

Call to order: 12:07 p.m.

Present: Lenti, VanVooren, Lewis, Mills and Latham. John Dolan, Trust Officer for the Bank of New England, was a guest for the meeting.

Secretary: Mills moved the minutes of the April 21, 1987 meeting be accepted as written. Lewis seconded. So voted.

Treasurer: Lenti, reporting for Dumas, read the balances of funds held locally by the Board.

Latham reported that the Human Services subcommittee of the town council had approved the library's FY'88 budget request. The full council is scheduled to vote on the budget on June 15.

Latham reported that the proposal to equalize the effective hourly rates of the library's clerical help with other non-unionized employees working for the Town of Southbridge was stalled, that no action had been taken by the manager or council on the issue.

The Trustee's proposal to upgrade the Library Director's salary was also discussed. No response has been received from the manager's office on the issue.

Latham noted that the manager had requested input on personnel classification, and Latham reported he had recommended the S-3 clerical position be upgraded to an S-5.

Latham reported that an environmental survey had been conducted by a consultant from the Secretary of State's office, and while the library was commended for the preservation efforts taken to date on the collections in the Ammidown Room, it was noted that the records from the Poll Parish that are in the possession of the library should be turned over to the town clerk's office. Latham will be pursuing this development with the town clerk. No motion was made.

Latham reported again that the two grants submitted to the Massachusetts Board of Library Commissioners on foreign language materials and audio visual materials have been approved by the commissioners and are now waiting for funding by the state.

legislature. Should the funds become available, the grants would run from July 1, 1987 to June 30, 1988.

Latham reported that the library would be closing the parking lots on July 4 in compliance with the laws that require us to close them one day each year to demonstrate our control over them.

VanVooren moved the Board allocate \$250 from trust to support the library's summer reading club efforts. Lewis seconded. So voted.

Latham in his report provided the Board with use statistics from the C/W MARS system and alerted the Board to the upcoming used booksale scheduled for May 30 to be cosponsored by the Methodist Youth.

The meeting adjourned at 1:40 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY  
MEETING MINUTES  
JUNE 30, 1987

Call to order: 12:04 p.m.

Present: Lenti, VanVooren, Lewis, Morrill, Dumas, Dacoles  
and Latham.

Secretary: Morrill moved the minutes of the May 26, 1987  
meeting be accepted as written. Lewis seconded.  
So voted.

Treasurer: Dumas reported on the balances of funds held  
locally by the Board.

Latham reported that today was the final day of FY'87, and  
that most of the funds for the year were  
encumbered. He also reported that on June 15, the  
Town Council voted to approve the FY'88 operating  
budget. A total of \$259,175 has been appropriated  
for the operation of the department. An  
additional \$17,500 was appropriated in the capital  
budget to fund the replacement of worn carpets.

Latham noted that a cost of living increase for library  
employees was not included in this budget package.  
This is currently under advisement by the Town  
Council and any decision on the matter will be  
retroactive to July 1.

The Town Council recently voted to change the full time work  
week from thirty-five to thirty-seven and a half  
hours a week. Because library staff have worked  
the higher amount of hours all along, it is  
unclear at this time what effect the change will  
have on library salaries.

Lenti reported on his conversations with the town manager  
and various councilors regarding the library  
director's salary. The matter is now before the  
General Government Subcommittee of the Town  
Council, chaired by Jane Bergman, because it is  
part of the town's pay and classification plan.  
It was generally agreed that Lenti provide Mrs.  
Bergman with copies of our surveys and memorandums  
to the manager and Mr. Smick of the Education and  
Human Services Subcommittee.

Latham reported that while the legislation for the state's  
competitive grants has been favorably reported out  
of committee, there is still no action toward a  
final vote that would secure the funds for the two

projects tentatively approved for the Jacob Edwards Library.

Latham reported that the estate of John T. Gibbons [see minutes of the February 25, 1986 meeting] was finally probated, and the two-twentieths earmarked to the library amounted to \$51,760.67. Under the terms of the will, this money is left "to the Town of Southbridge, Massachusetts for the creation of a fund, the income of which is to be used to purchase books for the Town Library. Said books to contain plates 'Donated by the John T. Gibbons Fund.'" The Board questioned who would control this fund, and requested Latham contact the town accountant to ask that the funds be turned over to the Treasurer of the Library Trustees.

Latham reported that he had been named in a discrimination complaint filed by Nancy Peloquin with the Massachusetts Commission Against Discrimination. Ms Peloquin resigned from library employment June 1, 1987. Latham noted that a fact finding conference was scheduled for July 10, and that he would be represented at this conference by either the town attorney or an attorney from the town's insurance company. The details of the complaint were briefly discussed.

Latham reported that the town did not have adequate insurance coverage on the fine arts materials at the library. Latham explained that he had been discussing the situation with Town Treasurer LaFleche, and that there was some question as to whether the Town would be requesting the Trustees to finance the additional costs of any fine arts rider. The Board generally agreed to support the cost of such a rider, but expressed concern that the library get the title to any funds received in a settlement should a fine arts item be lost or damaged. Latham was instructed to pursue this issue with Mr. LaFleche.

Dan Morrill moved that the library purchase from trust the following items: library newspaper rack, literature display rack (for tax forms), two computer shields, and open office dividers for use a display boards in the adult service area. Dumas seconded. So voted. It was suggested that Latham check to see whether office dividers are available as surplus through American Optical Company. Dacoles agreed to check into this for the library.

Dumas moved the library purchase from trust for \$200 a library membership to the New England Science

Center in Worcester. VanVooren seconded. So voted. Morrill requested that a deposit be taken from a borrower requesting the use of a pass. The Board generally agreed with that suggestion. Latham noted that he was investigating the availability of library memberships at the Higgins Armory and other area attractions.

Library staff have asked the Board to review the library's dress code for staff as it appears in the library's "Worksite Guidelines." The Board generally agreed with the provisions as stated and affirmed that enforcement was up to the library supervisory personnel.

Latham reported that the recent used booksale sponsored by the Methodist Church netted approximately \$450. The Church turned over to the library a check for \$50 as a token of their appreciation. The check was deposited into the gift book account.

Latham reported that the MacKinnon Center had placed three youths at the library for the summer months as part of the SYEP program: Lori Gauvin, Myrna Roman, and Edith Willis; and that John Shaw had been hired as a page in the Children's Room to replace Alejin Mercado who recently resigned.

The meeting adjourned at 1:14 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY  
MEETING MINUTES  
SEPTEMBER 22, 1987

Call to order: 12:02 p.m.

Present: Lenti, VanVooren, Lewis, Morrill, Dumas, Dacoles,  
Mills and Latham.

Secretary: Morrill moved the minutes of the June 30, 1987  
meeting be accepted as written. Mills seconded.  
So voted.

Treasurer: Dumas distributed the annual treasurer's report  
of trust funds held locally. Mills moved the  
report be accepted by the Board as presented. So  
voted. The Board questioned Latham as to the  
process by which funds from the newly created  
Gibbons Fund would be made available to the  
Library. Latham explained that while a decision  
had been made by the Town as to investment of the  
fund, no provisions had been made to provide for  
disbursement. Latham agreed to question the  
Town's finance director and report to the Board at  
its October meeting.

Chairman: Lenti reported on a visit by Richard Paige, a  
special trustee of the library representing the  
Bank of New England, to the library last week. An  
invitation was made to Mr. Paige, who is visiting  
Southbridge from California, to join us for  
today's meeting. He was unable to attend.

Lewis nominated the following slate of officers for the  
Board of Trustees:

Raymond Lenti	Chairman
Marcelle VanVooren	Secretary
G. Daniel Dumas	Treasurer

Mills seconded. The slate of officers passed  
unanimously.

Latham reported on the revised personnel pay classification  
plan recently passed by the Town and its effect on  
library salaries.

Latham reported that the two competitive state grants that  
were awarded to the library for Spanish language  
and audio-visual materials and were reported at  
previous meetings have begun. Monies for the two  
projects should be expended by June 30, 1988.

Merrill moved that the issue of insurance for the GLOBE VILLAGE painting be tabled until Latham can meet with the local insurance agent to discuss library security measures and other means of possibly reducing the insurance estimate. Mills seconded. So voted. According to an estimate secured by one local agency, it would cost the Town \$1,139 to insure the painting. The Board generally agreed that the painting should be insured, and that the trustees would be willing to underwrite the charges provided any settlement as a result of loss or damage to the painting went to the Trustees and not to the Town.

Latham reported that investigation into the discrimination claim lodged by Ms Peloquin against the town was still continuing, and that no finding had yet been handed down by the Massachusetts Commission Against Discrimination, who is at this point handling the complaint for Ms Peloquin.

Latham reported that the library's membership to the New England Science Center was secured as discussed at the June meeting, and that the passes to the Center were in hand. Latham recommended that the Board's recommendation that a deposit be required for borrowers to use the passes be dropped. He felt that the control offered by the C/W MARS system, which will monitor the loans, is adequate, and that a deposit requirement would prove an unnecessary burden to staff. The Board generally agreed with the recommendation.

Latham reported that the specifications for carpet replacement had been prepared, reviewed by the head of the town's public works department, and were ready for posting. He explained that preliminary estimates suggested that the project would cost somewhat more than the \$17,500 budgeted by the town, and noted that the specifications were written in such a way that some of the offices and rooms could be dropped from the project to reduce the total cost and make it more affordable. The Board generally agreed that trust monies could be used to supplement the town appropriated funds to finance the full project. It was suggested that the Board next meet as soon after the bids are opened to discuss how trust funds might be used on the project. No motion was made.

Dumas moved the Board allocate up to \$400 to purchase an audio-visual display unit for the Children's Room. Lewis seconded. So voted.



Latham reported on a complaint he had received regarding the library's policy of restricting the use of the Apple computer in the adult service area to adult card holders or children accompanied by an adult. Morrill moved the policy be kept as written. Dumas seconded. So voted. It was generally agreed that an additional computer would be desirable in the Children's Room. No motion was made on that suggestion.

Latham read a letter from the Methodist Church to the Board thanking them for the privilege of running the Library's annual booksale, and explaining what was done with the funds raised.

Latham reported that the replacement photocopier had been purchased; that Sister James Bernard Laughnane had been hired as part-time Library Technician in the adult service area; and that Susan Chaplin had been promoted to Head of Processing.

Lewis reported that the MLTA annual meeting was coming up in October and encouraged all trustees to attend.

The meeting adjourned at 1:12 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY  
MEETING MINUTES  
OCTOBER 23, 1987

Call to order: 12:01 p.m.

Present: Lenti, VanVooren, Lewis, Morrill, Dumas, Dacoles,  
Mills and Latham.

Secretary: Morrill moved the minutes of the September 22,  
1987 meeting be accepted as written. Dumas  
seconded. So voted.

Treasurer: Dumas reported on the status of funds held  
locally by the Trustees. Morrill moved the report  
be accepted as written. Dacoles seconded. So  
voted.

Latham explained that the income from the newly created  
Gibbons Fund would be made available to the  
library quarterly in January, April, July and  
October. Earnings would vary greatly depending on  
the status of term accounts. The first statement  
provides the library with close to \$247 to spend  
on books from this account.

Latham reported that there were no bids received for the  
library carpeting. He indicated that he would be  
revising the specifications and going out to bid  
as soon as possible.

Lewis moved the Board accept the "Library Hours as Impacted  
by Recognized Holidays" statement prepared by  
Latham. Dumas seconded. So voted.

Latham reported on the Gold Award the Library received from  
the Tri-Community United Way for 100%  
participation of library staff in the fund raising  
drive, and reminded the Board of the upcoming MLTA  
meeting on October 31.

The meeting adjourned at 12:30 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY  
MEETING MINUTES  
November 24, 1987

Call to order: 12:05 p.m.

Present: Lenti, VanVooren, Lewis, Dumas and Latham.

Secretary: Lewis moved the minutes of the October 23, 1987 meeting be accepted as written. Dumas seconded. So voted.

Treasurer: Dumas reported on the status of funds held locally by the Trustees. Lewis moved the report be accepted as written. VanVooren seconded. So voted.

Latham explained that the revised bids for the library carpeting were due to be opened on Tuesday, December 22, the morning of the Board's next meeting.

Latham distributed to the Board copies of his FY'1978 annual report. He noted that this was the first year the statistical reporting package of C/W MARS was operational, and that the report consisted mainly of use statistics generated by the computer system.

Latham reported that he would be applying for three grants under the state's competitive grants program: an adult reference enhancement grant, a children's collection enhancement grant, and a Literacy Volunteers collection enhancement grant.

Lenti discussed a survey distributed to each Massachusetts public library by the Massachusetts Trustee Education Project. Specific questions on the survey were discussed, and consensus of those trustees present was achieved.

The Board discussed the purchase of books and related materials from library jobbers by staff and trustees at discounted prices. The Board generally agreed that Latham should informally pursue the matter with the Town's attorney for a ruling on whether this practice is appropriate for Town employees and officials.

Latham alerted the Board to the impending FY'89 budget presentation due to be prepared by Latham for the December trustees meeting.

Lenti reported that Ted Lewis was honored by the  
Massachusetts Library Trustees Association  
recently at their annual meeting.

The meeting adjourned at 12:20 p.m.

TRUSTEES OF THE JACOB EDWARDS LIBRARY  
MEETING MINUTES  
DECEMBER 22, 1987

Call to order: 12:03 p.m.

Present: Lenti, VanVooren, Lewis, Dumas, Dacoles and Latham.

Secretary: Dumas moved the minutes of the November 24, 1987 meeting be accepted as written. Lewis seconded. So voted.

Treasurer: Dumas reported on the status of funds held locally by the Trustees, and indicated that a check for \$8,500 from trust funds had been prepared for the town as part of our \$17,000 commitment. Lewis moved the report be accepted as written. VanVooren seconded. So voted.

Latham explained that the bid opening for the library carpeting previously scheduled for Tuesday, December 22, had been postponed until Monday, January 4, 1988.

Latham distributed to the Board copies of his FY'1989 operating budget request. Dumas moved the Board approve the budget as requested. Dacoles seconded. So voted.

Dumas moved the Board approve the capital improvement plan for the library as presented by Latham which would acquire a new photocopier to replace the current offset press. Dacoles seconded. So voted.

Latham reported that two grant applications had been filed under the states competitive grants program. The Southbridge Collection Enhancement Project would have over \$30,000 granted to the town for non-fiction and reference enhancement; and the Western/Central CD ROM Demonstration Project, filed by the regional library system, has the Jacob Edwards Library as a demonstration site for CD ROM reference workstations, and would if accepted for funding garner for Southbridge over \$10,000 in equipment and CD software.

Latham reported that the Jacob Edwards Library was committed to completing a planning process by June 1, 1988. An overview of the process was distributed to the Board as was background material explaining role selection for the library. Board members were requested to read through the material so that they may be prepared to discuss library roles at

the January meeting.

Latham reported on an offer by the Central Region Regional Library System for a delivery deposit box to be placed at the Jacob Edwards Library which would allow regional van delivery at any time during the day or night. The Board generally agreed that this service was more appropriate for smaller libraries whose hours of operation were much fewer than those offered by the Jacob Edwards Library and opted to decline the Region's offer. It was also agreed that should the Region continue to feel that these boxes are appropriate at all member library sites, regardless of the library's size, then the Board would investigate a unit built into the back of the building that would allow staff to unload without going outside. No motion was made.

Latham reported that John and Gloria Kay had donated to the library \$50 in an unrestricted gift. Latham noted that the funds were used for children's programming expenses.

On behalf of the Board of Trustees, Lenti presented Lewis with a engraved wall scone recognizing his twenty-five years of participation on the Jacob Edwards Library Board of Trustees.

The meeting adjourned at 12:55 p.m.