

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JANUARY 15, 1991

Call to order: 12:00 p.m.

ATTENDANCE: Lenti. VanVooren. Morrill. Dacoles. Mills. Williams and Town Manager Florence Chandler.

CHAIRMAN'S REPORT: Lenti welcomed the Town Manager to the meeting and promised an interesting tour of the library to follow.

SECRETARY'S REPORT: Morrill moved that the Minutes of the December 18, 1990 meeting be accepted as presented. Dacoles seconded. So voted.

FISCAL YEAR 1991 & 1992 BUDGETS: Williams reported no new developments or major changes. He will meet with the Town Manager on January 23 to review the initial budget proposal of \$275,986. which he had submitted November 30. It was based of "current" staffing levels. per instruction of the Town Manager.

SOUTHBRIDGE 175th ANNIVERSARY: The January meeting of the Anniversary committee is scheduled for tomorrow night.

CUSTODIAL SITUATION: Tina Scariiglia began working on January 2. and has been doing a fine job. However. she has notified us that she will be leaving next week. due to a family emergency which requires her to move to Florida to care for her grandmother.

VOLUNTEERS: Williams is beginning preparations to recognize the efforts of our many volunteers. using Lenti's suggestion of a party on Valentine's Day with a theme of "Volunteers - We Love 'Em." Lenti said he would help.

BOARD OF LIBRARY COMMISSIONERS: The BLC sent letters to Lenti and Williams. inviting them to an "Open Meeting" at Worcester Public Library on February 7. The meeting will serve as a forum on the fiscal crisis. and the impact of non-resident borrowing. Williams will attend.

SUNDAY OPENINGS: Chandler reported to the Trustees on a letter she had received from Doris Racicot. requesting the library be open on Sundays. so the elderly would have "someplace to go." She had discussed this with Williams. and both he and the Trustees had indicated this could not be our first priority for restoration of services. Chandler will meet with the Council on Aging and suggest they open the Age Center on Sundays without paid staffing. This would not be feasible at the library.

BRAVO; FLORENCE CHANDLER: Lenti took a moment to recognize the Town Manager's successes. by reviewing some of the press releases which gave positive exposure to the Town. including an editorial in the Worcester Telegram applauding a tough but well-considered stand on compensation costs. Lenti also reflected on the positive contributions of some of her

staff. Including John Laflech & Dean Iacobucci, and the Public Works department.

LIBRARIAN'S REPORT: Massachusetts Electric Company services contractor Rodney Morris surveyed the library on January 8, and will detail recommendations for energy conservation improvements. If we are approved by the Electric Company, new lighting will be installed free under the Small Commercial & Industrial Program. Mills urged Williams to get assurance that the lighting will be of a satisfactory quality for library purposes before signing any agreement.

The Town Manager's recommended 4% raise for all non-unionized staff was approved by the Town Council. Williams sent a memo to the Manager and the Accountant showing that not all the new rates were 4% higher, some were "in the high 3.9s."

Marilyn Travinski presented a gift of \$450 on December 26, along with \$350 each to the Directors of the Charlton, Dudley, and Sturbridge libraries. The ceremony was covered by the Southbridge News and several radio stations. Williams wrote thank you letters to the 53 donors to the gift fund, which were then signed by all four library directors.

TOUR OF THE LIBRARY: Morrill gave a brief history of the library, from the beginnings of a private library, to the indications that the Edwards family might serve the role of "Carnegie" to Southbridge, to the opening of the Jacob Edwards Library in 1915. Williams then led the group on a tour of different service points, where staff members talked about their work: Sue Chaplin, Technical Services; Mary White, Children's Services; Nancy McGuinness, Literacy Volunteers; Evelyn Petrelli, Adult Services and the Holmes Ammidown History Room.

ADJOURNMENT: Next meeting will be Tuesday, February 19, at Noon. Adjournment was by acclamation, at 2:00 P.M.

Respectfully submitted,

Harry R. Williams
Clerk

**TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
FEBRUARY 19, 1991**

Call to order: 12:00 p.m.

ATTENDANCE: Lenti. VanVooren. Morrill. Dacoles. Lewis. Mills. and Williams.

SECRETARY'S REPORT: Morrill moved that the Minutes of the January 15, 1991 meeting be accepted as presented. Mills seconded. So voted.

TREASURER'S REPORT: Lenti reported on the status of funds held locally. as Dumas was unable to attend.

FISCAL YEAR 1991 & 1992 BUDGETS: Williams met with the Town Manager on January 23 to review the initial budget proposal of \$275,986. which he had submitted November 30. It was based of "current" staffing levels, per instruction of the Town Manager. Mrs. Chandler indicated some areas of minor cutting she would make in her recommendation to the Town Council. and said we would be "lucky" to get through this year and next year without any additional layoffs.

The staff is concerned about their own scant number. especially should there be an illness. The Trustees share this concern. but there seems to be little to do about it besides lobbying for better funding. Lewis asked when we would start adding to. rather than subtracting from. our operations. Everyone agreed with this sentiment.

SOUTHBRIDGE 175th ANNIVERSARY: We are awaiting word on the status of Wells Grant applications for this purpose. as well as for the Children's Room for special story hours. and for the Literacy Volunteers of Southbridge.

CUSTODIAL SITUATION: Tina Scariglia's last day was January 25. Remillard Cleaning Services has been coming in twice a week. They are paid from the Building Maintenance account. Funds are transferred into this account as they accumulate in the custodial salary account as we are not spending the money for a salary. Morrill asked if they are self insured. and Williams said yes. they even carry their own Workmen's Compensation coverage.

VOLUNTEERS: The Valentine's Day "Volunteers - We Love 'Em" party was a huge success. and featured the "premiere" of the Southbridge history video created by Mr. Gillon and sent to us by Mr. Sibley. Food was provided by C&B Caterers so all could relax and enjoy the proceedings, and party favors were donated by the Galoneks of All-Star Premium Products. Thank you letters will be sent to the Galoneks and Sibley, and Williams recognized Lenti for all the behind the scenes work which made the party a great success.

Williams submitted guest lists. attending and unable to attend. along with a press release about the video tape. to the Southbridge News. Lenti has been assured that coverage of the party will be in today's News. The party names list is a good beginning for the "Friends of the Jacob Edwards Library." Lenti reported the Friends group is seeking tax

exempt status. Mills said if the Friends receives 501.3C status. then donations to the Friends will be tax deductible. Lenti reported asking an attorney friend named Florence Chandler to help us with the IRS paperwork.

MEETING ROOM FEES: Williams told a staff member of the Camp Fire Girls he would approach the Trustees about dropping the charges for meeting room use by such groups. They are charged as "membership organizations." It is the sense of the staff and the Trustees that the policies are sound as written and should not be changed at this time.

EASTER EGG HUNT: Williams conveyed Children's Librarian Mary White's request that the Trustees again underwrite the annual Easter Egg Hunt. It was voted to pay \$100, or the same amount as last year, with an option for re-negotiation if needed.

LIBRARIAN'S REPORT: Williams signed an agreement for Massachusetts Electric Company services contractor Rodney Morris's recommendations for energy conservation improvements, after viewing similar installations at Koury's and Kunkel Buick in Webster and interviewing their people. The new lighting will be installed free under the Small Commercial & Industrial Program.

Lenti remarked that there is still a "waterfall" over the Main Street entrance when it rains. Williams said he spoke to the Fire Chief on Friday, getting a promise of some action to repair this problem. Morrill asked if we could locate the deed to the library land to substantiate our ownership of the "public" (ie non staff-only) parking lot. Williams will call Ron Latham to ascertain location of deeds, plot plans, etc.

The tour for the Town Manager at the end of last month's meeting was a great success. The entire staff were thanked for their participation by Mr. Lenti, on behalf of the Trustees.

Williams is the new chair of the CRAC (Central Regional Advisory Council - the governing body of the Central Massachusetts Regional Library System, CMRLS) Legislative Committee, as well as a member of the Mass. Library Association Legislative Committee. In these roles he has seen that the news is bad all over the state.

ADJOURNMENT: Next meeting will be Tuesday, March 19. at Noon. Mills moved, and Dacoles seconded. to adjourn at 12:45. Motion carried.

Respectfully submitted.

Harry R. Williams
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MARCH 19, 1991

Call to order: 12:08 p.m.

ATTENDANCE: Lenti. VanVooren. Morrill. Dacoles. Dumas. Lewis. Mills. and Williams.

SECRETARY'S REPORT: VanVooren moved that the Minutes of the February 19, 1991 meeting be accepted as presented. Mills seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally. Mills moved and Dacoles seconded to accept the report. So voted.

FISCAL YEAR 1991 BUDGET: Williams reported that the Town Manager approved transfers needed to pay for heating fuel and the cleaning service. The hiring and Capital Spending freeze has not interfered with ordering needed materials. and Mrs. Chandler anticipates no more cuts in FY91.

FISCAL YEAR 1992 BUDGET: Our preliminary "level service" FY92 budget proposal of \$275,986 was "optimistic" in light of recent developments. Williams attended Department Heads meeting this morning, and will meet individually with Town Manager this Thursday, March 21, to review her proposed FY92 library budget. It cuts another \$23000 and all 3 part time staff. Williams will try to avoid layoffs. Library staff are concerned about the loss of their jobs and about the difficulties facing those who remain after any cuts. It was agreed that there is not much that can be done right now to alleviate any of these concerns.

Dacoles reported some townspeople are frustrated that our hours make it difficult for students to get as much time at the library as they need for study, reports, etc. All agreed that we should cooperate as much as possible with the schools in planning to support educational efforts.

SOUTHBRIDGE 175th ANNIVERSARY: Dacoles is in charge of the ethnic celebration. "going along like gangbusters." with 11 of 17 ethnic groups attending the initial meeting. Mary Ann Taylor is coordinating and meeting with each group.

Lenti has been working behind the scenes with Mills to secure 3-year pledges for restoration of the Town Hall stained glass windows. The Wells Grant is funded at \$5000 outright and \$20000 in matching funds for the 3-year "challenge." Lenti reported that "The Book" has had two major bills paid up front from grants - Linda Daniels for the fiction and George Geers for editing the book.

Letters soliciting advertising already raised over \$7000 in orders for ads in the book and the special edition of The News. Cost of preparing copy and printing 2000 copies of the book is about \$3500. Supt. Lanni has written that the book will be used to teach local history in the schools. Lenti is encouraging advertisers to draft historical ads emphasizing their people.

The Southbridge Historical Society has offered 600 copies of the 150th Anniversary book to sell in a special promotional offering with the 175th Anniversary book.

CUSTODIAL SITUATION: The Massachusetts Electric lighting project is moving along nicely. All light bulbs, ballasts, and many fixtures, are being replaced at no cost to the library. The workmen are liked by staff and public alike. The Department of Public Works has been sending a truck each day to pick up the debris from the project.

The Town Manager received a formal letter of resignation from Thomas Cass on February 12, and approved a transfer from the custodial salary account to the building maintenance account sufficient to pay for the cleaning service for the remainder of the fiscal year.

VOLUNTEERS: The Town Manager said we could not assume the liability risk for "volunteer" minor referred by Probation Department under alternative sentencing. Also, "regular" volunteers must be restrained from washing windows or other dangerous activities. Williams hopes the McKinnon Training Center will again provide a Summer Youth Employment Program worker, and plans to attend the Chamber of Commerce meeting next week to see if the Spring Clean-Up this year can include some work on the library grounds.

MINIMUM STAFFING OF BUILDING: Williams presented a Draft of a Proposed Policy regarding minimum staffing of the library and emergency procedures for short staffing (attached.) Morrill moved and Mills seconded to adopt the policy on a trial basis, to be reviewed next meeting. The gist of the proposal is that at least 3 must be working in order for the Children's Room to be open to the public, and at least 2 must be present (or 1 present and 1 "on the way") for the library to be open.

BOOK DROPS: Williams reported a great increase in abuse of the book return drops on Foster and Main streets. This includes the dead bird of last spring and a live kitten, who later died, a couple of years ago. The main problem is food and especially soda, which are dropped among our books to cause expensive damage. This has become frequent. The Trustees agreed that in light of this damage, along with the lack of a custodian to handle book drop materials, the book drops should be removed after sufficient notice is given through the press. Williams will ask DPW to remove them.

PETITIONS IN LIBRARY: Williams asked if there was a policy on political petitions to be "made available" in the library. A patron asked if she could leave a petition for others to sign. It was agreed that this should not be allowed, as there is really no counter space that we do not use in our regular operations.

ADJOURNMENT: Next meeting will be Tuesday, April 16, at Noon. Dacoles moved, and Mills seconded, to adjourn at 1:10. Motion carried.

Respectfully submitted, Harry R. Williams, Clerk

DRAFT of a PROPOSED POLICY
For inclusion in:
SECTION 4: ADULT SERVICES AND GENERAL LIBRARY POLICY
of the
JACOB EDWARDS LIBRARY POLICY AND PROCEDURES MANUAL

MINIMUM STAFFING OF BUILDING :

It shall be the policy of the Jacob Edwards that the minimum number of staff on duty at any time the library is open to the public be:

3 (three) staff members on duty at any time the Children's Room is open, and

2 (two) staff members on duty at any time the Children's Room is closed.

These are absolute minimums below which it is impossible to provide an acceptable level of services according to our Mission Statement, or to assure the safety of the staff and the public in such a large building.

EMERGENCY PROCEDURE FOR SHORT STAFFING:

If less than the above-stated minimum number of staff are available at the start of any "shift":

1. TELEPHONE other staff members, to see if anyone is available to come in to cover for missing staff, in this order:
 - a. Library Director (HW)
 - b. Adult Services Librarian (EP)
 - c. Children's Librarian (MW)
 - d. any other unscheduled staff member not heard from
2. CLOSE the CHILDREN'S ROOM GATE if 3 are scheduled but only 2 are available, with both working upstairs.
3. CLOSE the LIBRARY (Call WESO and ask them to announce closing) if 2 are scheduled but only 1 shows up, and no help is on the way.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
APRIL 16, 1991

Call to order: 12:05 p.m.

ATTENDANCE: Lenti, VanVooren, Morrill, Dacoles, Dumas, Mills, and Williams.

SECRETARY'S REPORT: Morrill moved that the Minutes of the March 19, 1991 meeting be accepted as presented. Mills seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally, and a gift of \$800 from Cabot Safety for use in children's programming. VanVooren moved and Dacoles seconded to accept the report. So voted.

FISCAL YEAR 1991 BUDGET: Williams voiced concern based on conflicting stories in the news regarding the June payment of local aid being eliminated, reduced or postponed. There is not much we can do except wait it out.

FISCAL YEAR 1992 BUDGET: The Town Manager's recommended FY92 budget proposal is \$222,945, and initially suggested laying off all 3 part time staff, while spending \$45,000 for materials. She met with Williams and agreed to reduce our materials budget to \$34,500 and make some minor adjustments to allow retention of at least one part timer. The loss of two workers will severely curtail library hours of service.

A petition was presented to the April 8 Town Council meeting, asking that the library not be cut. Impact of this is uncertain, considering general fiscal situation, but it is nice to know people value our services.

Williams asked for Trustee input on determining the best way to allocate our reduced hours. A Trustees' Study Committee of all who can attend will meet with Williams this Thursday at 11:00 AM to explore our options. A related issue - not new, but made more urgent by staff reductions - is the need for reclassification of positions that remain, to reflect changes in the 8 years since classifications were devised for a staff of 17 employees.

NEW LIBRARY TECHNOLOGY: Mills asked Williams to study potential ways in which technology could help alleviate some of the problems we are facing, while positioning the library for future improvements rather than pursuing restoration of a status quo which might be obsolete. An example might be the kind of on-line computer catalog by which patrons do their own searching of library holdings. Lenti added the suggestion of microcomputer terminals which could store circulation data when the telecommunications lines are down, for later electronic, rather than manual, entry in the system when it comes back up. These could be appropriate uses of trust funds. Williams said that because of similar Board foresight in the past, our C/W MARS technology allows for circulation and other functions which would require a number of clerical workers, if performed manually.

SOUTHBRIDGE 175th ANNIVERSARY: Lenti reported on the very successful "Author's Night" program at the Southbridge Historical Society meeting in the Ploppi room last Tuesday. We met Linda Daniels, author of the Deneson fiction which will be the centerpiece of the 175th Anniversary Book, and Donna Silverberg, illustrator of same, and heard George Geers speak of the publication process.

Mills pointed out that credit for the vision and the fruition of this book belong to this library - a unique contribution! Lenti said Bert LePain's book on the history of Notre Dame will be published soon, and offered for sale at the library as well as by Kara Hmielowski at her Main St. "175th Anniversary Store."

CUSTODIAL SITUATION: The Department of Public Works sent a truck each day to pick up debris from the Massachusetts Electric lighting project. DPW also removed our Book Drops and worked with the Fire Department to unplug the down spouts from our gutters, alleviating the waterfall over the Main Street entrance. Thank you letters were sent, with copies to the Town Manager.

Mills said the Department of Public Utilities is "pulling the plug" on this program, as Mass. Electric is overspending. Lenti thanked Mills for alerting us to this program in time for us to have benefitted from it, and Mills in turn recognized Williams' prompt action. Similar work has begun at Town Hall. We should make sure the Town credits the library for alerting them to this opportunity.

VOLUNTEERS AND FRIENDS: In the wake of the Town Manager's decision that we must avoid liability risks for volunteers, Joe Capillo told Williams that a dozen staff from The News want to devote their day to cleaning the windows - inside and out - and the grounds of the library, as their contribution to the Chamber of Commerce Spring Clean-Up.

Lenti reported that Attorney Desautels' law firm may be able to prepare the paperwork for tax exempt status for the Friends of the Jacob Edwards Library. This would permit tax deductible personal and corporate donations. There is much interest in the community in having an active Friends group.

REPORT OF THE LIBRARY DIRECTOR: Correspondence included a thank you letter to Evelyn Petrelli for the donation of 100 books to the Northampton Medical Center of the Department of Veterans Affairs. At last week's staff meeting, Petrelli told colleagues "Phyllis [Shaw] did all the work, but they knew my name!" The books were donations of duplicate titles not needed for the library's own collection.

Removal of the Book Drops had some unanticipated results. Morning newspapers used to be left in the drops; now they get wet on our doorstep. A book left in letter box at 273 Elm Street led to an assessment ("We won't actually charge you this time") of \$2.12 Postage Due.

Williams testified at State House on April 3, in favor of legislation to allow Board of Library Commissioners to grant more than 10 waivers for State Aid in a single year. At the time, we seemed to be 12th out of 32 applicants in priority. He attended Board of Library Commissioners meeting on April 11, to lobby for our waiver. Waiver was

granted on pro-rated basis of \$15,159 compared to last year's full grant of 22,106.

Lobbying time was one reason, along with "a mental block and making a mountain out of a molehill" that Williams has not selected a Family and a Reader of the Year. The Trustees pointed out that there is still time to have the selection announced in The News during National Library Week (this week) so long as he would "Just Do It!"

Circulation statistics for the first 9 months of FY91 compared to FY90 show charge circulation down 16%, but renewals up 53%. The total is down 13.5%, but if you don't count videocassettes in the comparison, it is down 8%. These are "raw" numbers. If you divide by hours open, the number of items circulated per hour is actually up 16.6%! Dumas pointed out that one reason for the great increase in renewals was the change of loan period to 2 weeks for all materials last June.

There is still a chance the McKinnon Training Center can again provide a Summer Youth Employment Program worker.

The question of closing on Friday, July 5, was tabled pending other developments in budget and schedules.

ADJOURNMENT: Next meeting will be Tuesday, May 21, at Noon. Meeting adjourned at 1:07 P.M.

Respectfully submitted, Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MAY 21, 1991

Call to order: 12:00 p.m.

ATTENDANCE: Lenti, VanVooren, Morrill, Dacoles, Dumas, Mills, and Williams.

CHAIRMAN'S REPORT: Lenti brought word from Lewis, who was unable to attend today's meeting, that we need more effective Public Relations to publicize our unique role and value in the community. Lenti asked that each Trustee take a special area of responsibility to help Williams and his staff. Mills will be our IRS section 501 3(c) specialist, and Morrill will help to investigate new technologies. All will lend a hand with publicity.

SECRETARY'S REPORT: Morrill moved that the Minutes of the April 16, 1991 meeting be accepted as presented. Dumas seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally. Mills moved and VanVooren seconded to accept the report. So voted.

FISCAL YEAR 1991 BUDGET: Williams reported that a spending freeze had been put in effect by the Town Manager, emergencies excepted. No problems are anticipated.

FISCAL YEAR 1992 BUDGET: The Town Manager's recommended FY92 budget proposal of \$213,159 is not a reduction from the \$222,945 reported last month, but is based on funds to pay for natural gas, heating oil and telephone accounts being moved into "townwide" accounts for central administration and cost savings. The application forms from the Board of Library Commissioners, for Library Incentive Grants and Municipal Equalization Grants allow for this to not be counted as a reduction in our "Municipal Appropriation."

The budget was passed at the May 20 meeting of the Town Council, as presented by the Town Manager. Mills challenged all to prepare for the eventual turnaround and improvement in the fiscal climate, so that we are positioned to be "on the vanguard of the next wave."

The summer schedule under the new budget was discussed, with consideration of a "split" week of being open Monday, Tuesday, Thursday and Friday. When it was learned that Mrs. had printed and begun distribution of many hundreds of flyers, and booked films, for Wednesday programs for the Summer Reading Club, it was decided to follow a Tuesday through Friday schedule for the summer, and to consider other alternatives for the Fall.

SOUTHBRIDGE 175th ANNIVERSARY: Lenti reported the proofs have been OK'd for the 175th Anniversary Book, and that delivery is expected by May 31. Sale price will be \$4.00 and while supplies last, the 150th book will be offered for an additional dollar. Mills discussed activities to be held over the two weekends of the 175th celebration, including the music video to be filmed.

VOLUNTEERS AND FRIENDS: The Southbridge Clean-Up Day on the 18th had a much smaller turnout than last year, so out windows wee not washed, but our gardens were weeded and spruced up. Mrs. Capillo wants to form a Library Beautiflcation Committee for monthly clean-up days. Names for potential friends and volunteers are being taken at desks.

Williams has written to confirm our visit to Attorney Desautels' law firm after the meeting of June 18. They will assist with the paperwork for tax exempt status for the Friends of the Jacob Edwards Library, to permit tax deductible personal and corporate donations. Williams attended a workshop on Friends groups and the law at the Massachusetts Library Association conference on May 7th.

Mills outlined a series of steps to make it possible to get the Friends group active. Williams will compile a list of projects for the Friends to address, and submit it to the current Board of Directors of the Friends. Upon approval, a public Organizational Meeting can be announced, at which people who are interested in pursuing these aims can make themselves available as candidates to serve as officers.

REPORT OF THE LIBRARY DIRECTOR: Our sad duty of laying off two excellent part-time workers, Sister James Bernard Laughnane and Michelle Mahaney, nearly coincides with the 25th anniversary of Phyllis Shaw. The staff know all three to be shy, and so have devised a ploy of inviting Shaw to a party for her laid-off colleagues, and vice versa. The Trustees will join the party, and also purchase a pewter plate similar to that presented to Petrelli on her 25th.

Williams plans to attend Library Legislative Day at the State House tomorrow. The bus from Worcester to the event was cancelled, but as Chairman of the Central Region's Legislative Committee, he feels he should make the trip.

The Family of the Year, the Roger and Ann Marie Mandevilles, and the Reader of the Year, Rita Cormier, were announced in the press during National Library Week. The plaques have been engraved and are on display with "Aspiration."

C/W MARS can sell us "IBM Clone" PC computers to replace our Zentec terminals at the circulation desks. These can save circulation data on disks as needed, such as when the phone lines are down, and later "download" to the C/W MARS system. This will relieve the staff of the need to hand write transactions and later key them in. The PCs would cost about \$800. The Trustees agreed that Williams should order two.

ADJOURNMENT: Next meeting will be Tuesday, June 18, at Noon. Meeting adjourned at 1:20 P.M.

Respectfully submitted.

Harry R. Williams,
Clerk

**TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JUNE 18, 1991**

Call to order: 12:00 p.m.

ATTENDANCE: Lenti, VanVooren, Morrill, Dacoles, Lewis, Dumas, Mills, Williams, Literacy Volunteers of Southbridge President Donna Kosa and LVS Director Nancy McGuinness.

SECRETARY'S REPORT: Morrill moved that the Minutes of the May 21, 1991 meeting be accepted as presented. Dacoles seconded. So voted.

LITERACY VOLUNTEERS OF SOUTHBRIDGE: Lenti asked for approval to change the order of business, to hear from our guests immediately after approving the minutes. All agreed. Nancy McGuinness introduced the Trustees to Donna Kosa, President of LVS. McGuinness had sent a letter to each Trustee, outlining a proposed protocol which would allow her to use the Southbridge Room for tutor training workshops on some Tuesday nights (approx. 4/year) when the library is not open to the public.

Nancy said this would be "Life or Death for LVS," adding that she will already know each participant (6-8/ session) from pre-registration, and would meet them at the back "staff" entrance, keeping all doors locked at all times. As a past employee, she is familiar with procedures for closing the building. Morrill moved and VanVooren seconded that Literacy Volunteers of Southbridge be allowed to have access to the library this way. Passed unanimously, with Lenti adding "Tell us if you need more."

TREASURER'S REPORT: Dumas reported on the status of funds held locally. Mills proposed we strengthen the list of possible capital expenditures for trust monies. Dacoles moved and Morrill seconded to accept the report. So voted.

FISCAL YEAR 1991 and FISCAL YEAR 1992 BUDGETS: Williams reported that there has been "No new news" or changes since the last meeting, but that the support for libraries shown by the Sturbridge "menu" override and the restoration of library funds "from the floor" at Dudley's Town meeting are encouraging and hopefully a "signal" to the Town leadership that the people truly want their libraries to be supported.

SOUTHBRIDGE 175th ANNIVERSARY: The anniversary committee will have a "wrap-up" meeting tonight. Book sales were satisfactory, and very good at the Ethnic Festival, and the programs were very successful. It was suggested that we arrange for the 175th Anniversary Book to be sold as part of July 4th festivities. Mills will try to arrange for this.

VOLUNTEERS AND FRIENDS: The library staff met on May 22 with Loretta Grikis, Director of the Joshua Hyde Library in Sturbridge, to share ideas for projects for the Friends of the Library. Williams presented a list of both "one-shot" and on-going projects which a Friends group could undertake to increase support for the library.

Williams reported that a number of people have signed up as "Interested in a Friends of the Library group." Lentl suggested that Williams contact six or eight people from the list and ask them to serve on a Steering Committee to "get the ball rolling."

GRAND TRUNK RAILROAD MAPS: Dumas expressed an interest in the status of our project to encapsulate our series of maps of the Grand Trunk Railroad, as ours is one of a small number of complete sets. Williams reported that the project had been left off by Latham in 1989, and not completed. Lewis moved and Morrill seconded that the Trustees should authorize spending up to \$1,000 to complete this project, on the basis of about \$20-\$25 per page. Williams will see if Latham can suggest a qualified expert to guide us in this.

REPORT OF THE LIBRARY DIRECTOR: We anticipate at least two workers from the McKinnon Center under the Summer Youth Employment Program this year. Mr. Lavallee has indicated that they can be employed for "building and grounds" as well as page or library assistant types of tasks.

The compact disc cabinets have been getting even worse, and it is difficult to find a better solution. Any suggestions would be appreciated.

Arrangements have been made for the Trustees to tour the new offices of Attorney Clem Desautels, who has volunteered to assist with legal paperwork for the Friends of the Jacob Edwards Library, immediately after today's meeting.

ADJOURNMENT: Next meeting will be Tuesday, September 17, at Noon. Meeting adjourned at 12:57 P.M.

Respectfully submitted,

Harry R. Williams,
Clerk