

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
SEPTEMBER 15, 1992

Call to order: 12:00 Noon.

ATTENDANCE: Trustees Mills, Dacoles, Dumas, Lenti, Lewis, Morrill, and VanVooren, Librarian Williams, and Debra Pearce of Fleet Bank.

CHAIRMAN: Mills reported that he, Williams and several of the Trustees had conducted Pearce on a tour of the library before the meeting. He added a bit of "serendipity," in that Pearce is both a fellow Library Trustee, at the Gloucester Public Library, and a relative of local benefactor Channing Wells.

SECRETARY'S REPORT: Morrill moved that the Minutes of the June 23, 1992 Meeting be accepted as presented. Lenti seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally, and presented his Fiscal Year 1992 Annual Report. Gifts received since the last meeting included \$125 from the Big Bunny Market for the Summer Reading Club and \$37.95 from the Southbridge Women's Club. Expenses have been the passes for the New England Science Center and the Summer Reading Club.

Dumas spoke of a letter we had received from John Dolan, while he was still responsible for our Trust Funds at the (Fleet) bank, suggesting that higher interest rates might be available. Pearce spoke of the kinds of options available. The sense of the meeting was that because we look to long term uses of these funds, we should study our capital needs before changing to any investments which might lead to an "illiquid" commitment of funds we might wish to use.

FISCAL YEAR 1993 BUDGET: Williams reported that Roland Provost would begin to provide contract cleaning services this week, for \$325 per month. He spoke of a change in his perspective on rebuilding the library staff, should any additional salary monies become available, to the idea of adding a few Page positions at 10 hours per week rather than Part-Time Library Assistants at 20 hours/week. This would give more flexibility to permit improving our schedule of service.

Morrill recommended that Williams compile the numbers of hours of volunteer help we are using, to help justify the re-hiring of Pages.

FRIENDS OF THE JACOB EDWARDS LIBRARY: The Book Sale this Saturday, September 12, was very successful. About \$400 was raised, and the actual results will be announced at tonight's FOJEL meeting.

PARKING LOT: The Town Manager assured Williams that he need not block off the parking lot for 24 hours on July 4 to assure "library control" of this facility. This is for private owners only, to avoid having their private property become publicly controlled. The parking lot property is already "ours."

SURVEYS: Mills asked about progress on having Henry Burnett or Brian Burns help us prepare questionnaires for library users. Lenti suggested work begin on some surveys, but Williams said he had been unable to get started on this due to being constantly busy with "nitty gritty" work.

TREES: Lenti reported that "We continue our interest in having the trees cut down." Lewis suggested we may be able to have them removed for free. Mills said it had cost the Elm Street Congregational Church \$300 to remove several trees at the Parsonage.

CORRESPONDENCE: The (State) Senate Post-Audit and Oversight Committee has released a report which shows that non-resident lending cost Southbridge \$10,918 last year. It included charts of staff size in FTEs (Full Time Equivalents) for various sized communities, as well as numbers of hours open. Based on these charts, Williams reports that we exceed the state averages for number of hours open per FTE of staffing, adding that he "knew that" the staff was working hard but that it was rewarding to have this confirmed objectively.

REPORT OF THE LIBRARY DIRECTOR: Williams reported when the oil burner service man came to clean our boilers, he said that the older of our two burners might fail and need replacement "at any time." We should anticipate a cost of approximately \$2,000 for a new burner. The present unit is too obsolete for repair. Parts are not available, and it's not as efficient as the other burner. Dacoles suggested that boiler companies will usually show a 7 year payback in fuel savings, when a new burner is installed. Williams will see if the Town Manager can suggest any options for funding this.

The Tri-Community Ecumenical Fellowship is sending three representatives to donate books immediately after this meeting. Rev. Peter Joyce, Rev. Mary Barnes, and Fellowship President Paul Jenkins will be making the presentation. Williams asked if some of the Trustees would be willing to participate, as the press will be present to publicize the gift. Lewis, our "Senior" (30 years!) Trustee, agreed to join in the "ceremony."

Mrs. Sandra Buyuk and her daughter brought a wonderful donation to the library - two Apple computer systems, including an Apple IIGS which is 15 times more powerful than the rather limiting Apple IIe we have been using for bookkeeping and word processing in-house. Mills reminded Williams that the Trustees are sympathetic to his and the staff's needs for productivity enhancing tools, so he should alert them to purchases which could improve performance.

The MacKinnon Center's Summer Youth Employment Program was helpful but a little disappointing. Three young people worked at the library for most of the summer. They were pleasant but showed low motivation and poor attendance habits.

ADJOURNMENT: Next meeting will be Tuesday, October 20, 1992, at Noon. Morrill moved to adjourn. Dumas seconded. Meeting adjourned at 12:54 P.M.

Respectfully submitted,

Harry R. Williams,
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
OCTOBER 20, 1992

Call to order: 12:00 Noon.

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

SECRETARY'S REPORT: Dumas moved that the Minutes of the September 15, 1992 meeting be accepted as presented. VanVooren seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally, and then suggested we consider purchase of a lockable file cabinet for Trustees' records. Since George Legassey's layoff, Dumas has been doing the Trustees' bookkeeping and record keeping at home, partly due to the lack of proper file storage space at the library. Dacoles will see if she can find a free (surplus) file cabinet at AO.

FISCAL YEAR 1993 BUDGET: Williams sent a memo to the Town Manager on September 25, asking for a meeting to discuss any options for adding staff, after hearing news of nearly a million dollars in State Aid for "education." Before receiving a reply, he followed up on October 2 with a specific request for transfer (from General Fund or similar sources) of about \$500 to increase Mrs. Pena, Assistant Children's Librarian, above her regular schedule of 20 hours/week. This was due to the sudden "emergency situation" resulting from Mrs. White's need for an extended leave due to her husband's severe illness and "quarantine."

The Town Manager would not recommend such a transfer, so the remaining staff are covering the Children's Room as well as possible.

FRIENDS OF THE JACOB EDWARDS LIBRARY: The Book Sale proceeds will be used to purchase new recordings for the library. FOJEL is sponsoring our Halloween party, where over 100 children will be entertained by "Kit'N'Kaboodle." Mills will work with Friends President Janet Jenkins and The News editor Joe Capillo to arrange publicity leading up to a new Membership Drive.

TREES: Lenti reported a ball park figure of \$1500 to cut all ten trees near to ground level, and another \$400 if the stumps must also be removed. Hamer Clark is trying to arrange for free removal for us by one of the utilities.

C/W MARS: The changeover to "CARL" software (at the Central Site in Paxton) last week was hard on the staff and on our patrons, but pre-publicity had prepared the public to expect delays, and everyone was quite patient. By the time the system was "up" here in Southbridge, almost two days behind schedule, we had three days' worth of returned books waiting to be discharged and then shelved!

FIRST NIGHT: Christine Kardokas of the Worcester Public Library, who is involved with planning for First Night Worcester, contacted Williams seeking contacts in Southbridge who would like to coordinate activities here and in Worcester. Any suggestions? Dacoles thought the AARP could be contacted. Mills pointed out that Patty Clarkson works with both First Night and the Quinebaug Center for the Arts. Williams has invited Kardokas to speak at a Rotary Club meeting, where she will meet many of our local "movers and shakers."

ENDOWMENT FUNDS AND MLTA: Lenti reported that he and Lewis share a "mutual obsession" to create a permanent capital fund, with a dream of raising two and a half million dollars over half a decade. This would differ from other bequests we've received, as it would be a targeted drive to find benefactors. Such endeavors are usually led by professional fund raisers for a fee of about 12.5% of the funds raised. This could offer a more permanent memorial for departed friends than a gift plate in a book.

Lenti mentioned that some programs at the upcoming (10/31) conference of the MLTA (Massachusetts Library Trustees Association) would address such issues. Dacoles moved and VanVooren seconded that Lenti and Williams should attend that conference at the Trustees' expense. Mills suggested that we explore legal ways to set up an endowment, with the possibility of making a brochure to promote the idea once it is established.

REPORT OF THE LIBRARY DIRECTOR: Williams reported that he and the Town Manager have not been in agreement about the use of sick leave in a situation such as that of Mrs. White, whose husband is very ill and must not be exposed to any germs during his treatment for leukemia.

Mrs. White brought in a note from her personal physician, Dr. Rigatti, saying she is medically incapacitated to work for the next six to eight weeks. The Town Manager insists Mrs. White must be examined by the Town Physician to determine if she is ill, and cannot be on sick leave on the basis of illness in the family. Mills and Lenti offered to speak to the Town Manager on this if it will help.

This is complicated by the need for more help. The Town Manager suggests Williams get Mrs. White to take unpaid leave, thus making some of her salary monies available to pay Mrs. Pena to work extra hours. Williams is unwilling to "add to her burdens" with such a request or suggestion.

ADJOURNMENT: Next meeting will be Tuesday, November 17, 1992, at Noon. Dacoles moved to adjourn. Lenti seconded. Meeting adjourned at 1:14 P.M.

Respectfully submitted,

Harry R. Williams,
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
NOVEMBER 17, 1992

Call to order: 12:00 Noon.

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

CHAIRMAN'S REPORT: Mills reported that "both Dans" - Dumas and Morrill - are travelling today, and thus absent.

SECRETARY'S REPORT: Dacoles moved that the Minutes of the October 20, 1992 meeting be accepted as presented. VanVooren seconded. So voted.

TREASURER'S REPORT: In Dumas' absence, Mills reported that the letter sent to Dumas before his departure, in which Fleet Bank had indicated that several of our Trust accounts would be managed by two different people, had been the result of an administrative error at the bank. Debra Pearce will continue to manage all of the funds. Mills passed along the assurances of John Dolan that all funds are in the name of the Trust, separate from the Bank's own funds.

Ms. Pearce has analyzed our monies and recommends that sixty thousand of undistributed interest be divided among three U. S. Treasuries with maturities of 2, 3 and 5 years to have separate rollover dates. Treasuries are very conservative and give higher yields than our current money market fund, which is at 2.9%

VanVooren moved and Lewis seconded to change our investment as recommended. So voted.

Dacoles reported she has arranged for us to receive a free (surplus) file cabinet from AO. It will be delivered as soon as locks are installed.

FISCAL YEAR 1993 BUDGET: Williams attended a Department Heads meeting on November 2, at which he expected the Town Manager to begin the FY94 Budget planning process. Instead, Mrs. Chandler announced a townwide spending freeze for all save emergency expenditures.

FRIENDS OF THE JACOB EDWARDS LIBRARY: FOJEL' helped tremendously by sponsoring, and staffing with volunteers, a Halloween party attended by over 100 children at a time when both of our Children's Room staff were out sick. The children were entertained by "Kit'N'Kaboodle."

TREES: Lenti reported that Hamer Clark thinks he may be able to arrange for free removal by the electric company, and if not he agrees with the "ball park figures" from last month's meeting, of \$1500 for just the trees or \$1900 for trees and stumps.

CLEANING SERVICE: Williams reported that Roland Provost, who has been cleaning three times weekly, submitted the paperwork required by the Town Manager (contract and evidence of having his own Workers Compensation policy) just in time to be able to continue.

ENDOWMENT FUNDS AND MLTA: Lenti reported that he and Williams attended the October 31 conference of the MLTA (Massachusetts Library Trustees Association) with each attending three different meetings to get the most ideas from the conference. Lenti attended three sessions on fund raising which led him to conclude, "We have a great library here." He reported hearing of towns where people "kill themselves" for a very small return.

Of special interest was a document Lenti received from a Wellesly trustee, which set up an endowment in such a way that it discouraged the Town government from reducing its appropriation to the library. We have permission to use this document as a model for a trust or

endowment of our own. Lewis asked what we should do with this, and Mills counseled studying our work load capacity as a first step.

Williams attended workshops on publicity and promotion, how Friends and Trustees can help, and one on Decertification (which leads to loss of State Aid and reciprocal borrowing privileges) by the head of the Greenfield library.

CORRESPONDENCE: MBLC, the Mass. Board of Library Commissioners, has placed us in the pool of eligible MAR (Municipal Appropriation Requirement) Waiver applicants.

Worcester County Institution for Savings invites us to a seminar on Trusts.

Two classes (28 adult students) from Quinsigamond Community College sent thank you letters for a tour Williams gave them on a very busy October 27 morning, when both Children's Room staff were out sick and an Alternative Sentencing "volunteer" was starting work.

HOLIDAY HOURS: Library policy calls for closing early on Thursday and being closed for the weekend, when the Christmas and New Year holidays fall on Fridays. Since this would create two weeks without either Saturday or evening hours under our current schedule, Williams recommended being open late on Wednesday for those weeks. This made sense to all, and Williams was urged to widely publicize a holiday schedule of Tuesday 10 - 5, Wednesday 10 - 8, and Thursday 10 - 1.

REPORT OF THE LIBRARY DIRECTOR: Mrs. White is working again in the Children's Room, until Mr. White must again be in quarantine. She exhausted her Vacation and Personal Leave and had to take some unpaid leave time.

Williams submitted our LIG/MEG (Library Incentive/Municipal Equalization Grants) applications with a petition for Waiver of the MAR after last month's meeting, and have already heard from the MBLC as reported under "Correspondence."

The new "CARL" software at C/W MARS is now performing well for circulation, but not yet for "Inquiry" (used for finding locations for Inter-Library Loan requests) and still is not reporting fines correctly.

Mrs. McGuinness recently announced her resignation as Director of Literacy Volunteers of Southbridge. Williams would like to move the LVS office from the current location to the "Bookkeeper's Office," which is across the hall from the Library Director's office, during the transition.

ADJOURNMENT: Next meeting will be Tuesday, December 15, 1992, at Noon. VanVooren moved to adjourn. Lewis seconded. Meeting adjourned at 12:55 P.M.

Respectfully submitted,

Harry R. Williams,
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
DECEMBER 15, 1992

Call to order: 12:05 Noon.

ATTENDANCE: Mills, Dumas, Lenti, Morrill, VanVooren, and Williams, who conveyed Dacoles' best wishes to all for happy holidays and regret at being unable to attend today's meeting.

CHAIRMAN'S REPORT: Mills reported that "The DOD [Department of Defense] has come and gone. Exciting things are on the horizon. Thanks to all who participated." He said people really do notice our "Closed" signs, and several voiced approval that the library was open, well-lit and sans signs during the Monday visit.

SECRETARY'S REPORT: VanVooren moved that the Minutes of the November 17, 1992 meeting be accepted as presented. Lenti seconded. So voted.

TREASURER'S REPORT: Dumas reported on the status of funds held locally, and on two gifts: \$25 from the Sturbridge Lions Club and another \$800 gift from Cabot Safety Corporation for Children's programming.

When Dumas announced that after 18 years as a Trustee, he plans to notify Debra Pearce at the Fleet Bank that he plans to resign after his current term expires in the Spring, Mills responded that it was "Stunning and disappointing to think of you leaving." All agreed.

FISCAL YEAR 1993 BUDGET: Williams will attend a Department Heads meeting tomorrow, at which the Town Manager will begin the FY94 Budget planning process. Mrs. Chandler has not yet lifted the townwide spending freeze for all save emergency expenditures.

FRIENDS OF THE JACOB EDWARDS LIBRARY: FOJEL' book bags turned out to be the "attache case of choice" for presenting the DOD site selection team members with packets of information about Southbridge to take along with them. Williams will inquire into reimbursement procedures on behalf of the Friends group.

CLEANING SERVICE, TREES AND DPW: Williams reported that there is no "news" in these areas, but that there has been good cooperation among the Town departments in helping us prepare for the DOD. visit and to recover from this weekends "blizzard," among other things. Lenti remarked how exciting it is to just think about the prospect of DOD.

ENDOWMENT FUNDS AND MLTA: Lenti presented in the name of Edgar V. "Ted" Lewis, who is in Florida this month, a letter accompanying a check for \$10,000 to the "Jacob Edwards Library Endowment Trust," and asked that the letter be part of the record of the meeting:

"Cover Letter"

625 W. Venice Ave.
Venice Fla 34285
Dec 3, 1992

Dear Ray

You can open this if you want to. Other instructions as to how the income is to be spent is on the inside. This is only my idea, and it can be changed if there is a good reason.

This may be a little early but here is a hearty good luck for the holidays and a Merry Christmas to you + yours.

Sincerely,
Ted Lewis

"Envelope Text"

Jacob Edwards Library Endowment Trust.
If this account is not opened by Dec 31st, 1992
Please return this envelope to E. V. Lewis.

"Inside Text"

Dec 3, 1992

Jacob Edwards Library Endowment Trust.

Capital never to be spent.

50% of income must be used for Library use. This can go up to, but not over, 80%

20% must be plowed back into the trust and become principal.

Other details to be worked out by the Library Trustees, such as taxes, signing checks, etc.

Edgar V. Lewis

Mills said he had anticipated such a gift, without knowing what the amount would be, and discussed our options with Debra Pearce of Fleet Bank. Pearce suggested that amounts over \$100,000 call for their own special "Trusts," while amounts in the \$10,000 range can be "melded" with other Trust monies managed for the library.

Dumas asked if this needed to be a separate account, and Mills replied that the bank can set up a separate "Trustee Endowment" fund, in which the money is managed along with our Trust Funds, but is accounted for separately. Advantages to this approach include professional money management and accounting by the bank, including this "separation" of endowment monies without needless complication.

Mills added that the Trustees are deeply grateful for this gift, and are contemplating starting such a Trustees Endowment.

Lenti said "I looked at the Trustees plaque this morning, contemplating thirty years of extraordinary service to this community, followed by this gift. I'd like to find a way to recognize this, such as a "Ted Lewis Alcove." Let's give this some thought.

Williams will write a thank you letter to serve as a cover letter for a copy of the minutes of this meeting, with space for Trustees' signatures.

JAMES DENESON WILL: Williams displayed a letter from Town Clerk Helen I. Lenti, dated November 4, 1992, "...to state that Harry Williams...filed the Will of James Deneson preserved and encapsulated. This will be kept on file in the vault of the Town Clerk's office. A copy is on display in the Jacob Edwards Library."

Williams said this arrangement was agreeable to Randall Towne, who donated the will. Mills suggested that the framed historical maps on display in the hall outside the Librarian's Office are worthy of consideration for the same kind of restoration and encapsulation treatment as the will had received. Williams will get a price quotation from the Northeast Document Conservation Center, to deoxidize, restore and encapsulate one of the maps. If this works out, we can do them all individually.

CORRESPONDENCE: Fleet Bank sent verification of the purchase of the three \$20,000 Treasuries which had been voted at the November meeting.

Charlton Public Library is hosting a reading and discussion series, "Different People, Different Places: Native Americans, Europeans and the Environments They Created," funded by the Massachu-

setts Foundation for the Humanities. They sent a poster and flyers to invite our patrons to 6 Thursday night sessions from January through March. Williams distributed copies of the flyer in case any Trustees are interested in participating.

MEETING ROOM USE: The Town Manager asked Williams to discuss with the Board of Library Trustees the Town's need for meeting space for 21 Boards and Commissions who can no longer hold their public hearings in the Town Hall, until the handicapped access elevator is operating.

Morrill moved "That we eagerly endorse full cooperation with the Town in making the library's meeting rooms available for hearings of Town boards or departments." VanVooren said we need to be concerned about security, if meetings are scheduled while the library is not open to the public, and Morrill added to his motion that "In order for this to work successfully, we need a) assurance of security, with a specific person named as responsible for safety, including the safety of persons attending, b) custodial service as needed, should the specific use of our room make a clean-up necessary, and c) advance notice of any such room use."

VanVooren seconded this motion, and it passed unanimously. Williams will notify the Town Manager.

REPORT OF THE LIBRARY DIRECTOR: Several of the staff participated in a November 19 meeting of non-unionized workers. This followed a request from the Town Manager for input on how to reward these workers without a large increase in salary budgets. It was an information exchange, not meant to be construed as bargaining or negotiating.

Mills, Lenti and Williams all worked on preparations for the site visit by representative of the DOD. Our library display featured the statue "Aspiration," which drew praise from all who saw it. Several DOD people told Lenti and Williams they are library users and their children are Story Hour participants.

Mrs. VanVooren and her daughters, and Evelyn Petrelli, worked very hard on the Town clean-up on Sunday December 6, the day before the DOD visit. They cleaned the entire Depot area, then along Hamilton Street to Main Street, and then all of Main Street down to the Rotary. This was the "site assignment" that included the Library!

VanVooren and Dumas both helped Petrelli to keep the library open on December 7, while the DOD people were in Town, in the hope that they would tour the library. Mills reminded the touring group several times during the day that such a tour was available.

ADJOURNMENT: Next meeting will be Tuesday, January 19, 1993, at Noon. Morrill moved to adjourn. Dumas seconded. Meeting adjourned at 1:10 P.M.

Respectfully submitted,

Harry R. Williams,
Clerk