

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JANUARY 18, 1994

Call to order: 12:05 Noon.

ATTENDANCE: Mills, Bousquet, Lenti, Morrill, Travinski and Williams.

CHAIRMAN'S REPORT: Mills will be out of state next month, and Lenti has agreed to chair the February 15 meeting.

SECRETARY'S REPORT: Morrill moved that the Minutes of the December 21, 1993 meeting be accepted as read. Bousquet seconded. So voted.

TREASURER'S REPORT: Dacoles was unable to attend. Williams could recall no major transactions since the last meeting.

BUILDING COMMITTEE: Bousquet met with Paul Benoit, who worked on the front steps which are still leaking after being sealed on the outside. Benoit recommends: a) patch each inside joint with hydraulic cement, which contracts when concrete expands, and vice versa; b) seal each step with white ugly waterproofing; and c) add a layer of cement to the floor which is graded so that any water which gets in will be channeled into the sump pump hole. All three items would cost \$700 in addition to the \$450 we already spent. It was agreeable to all that we should proceed with this work immediately.

Bousquet met with Lenti and Williams last Thursday, January 13, for a brainstorming session to constructively criticize the drawings by architect Alex Prokos of a possible building addition to mimic the addition of 1966. The proposal would provide seven bathrooms, but little room for books and study areas, and the elevator location might not be ideal. The committee recommended to "table" the addition idea until after we determine if we are using current space most effectively. We might even add "decks" at one or both ends of the main level for added space for books and patrons.

Mills asked if there are consultants who can help us. Williams learned from the Central Region that the MBLC (Mass. Board of Library Commissioners) has a consultant, Patience Jackson, who might come facilitate our thinking about our options, especially in the context of long-term planning to integrate new technologies into our library. Williams will call and see if Ms. Jackson can come meet with us in late January or early March, so Mills can be involved.

Williams reported the recommendation of D&D Welding that steel "mesh", like that along the steps to the top level of stacks, be used to close off the "gap" between the floors and walls at the top level. Mills recommended that the mesh be painted before installation. All agreed.

FY'94 AND FY'95 BUDGET: Williams is awaiting the Town Manager's approval of his memo requesting that she release \$5000 from a Capital Budget line for a new photocopier for the library.

Williams' actual FY'95 Budget proposal is for \$259,127, with 2 p/t "S-7" Library Assistants at 10 hours/week each; S. Chaplin upgraded to S-7; and \$2,000 more for Books & Materials. Budget increase would be \$23,297.

COMPUTER FOR LIBRARIAN'S OFFICE: Williams is seeking to "piggy-back" on an order for the Elders/Veterans administrator if he selects an appropriate system. Mr. Trombley reports he expects to spend about \$2,800 for a system.

SOUTHBRIDGE SCHOOL SYSTEM: Morrill asked Williams how we could seek to improve our relationship with the school system and the school libraries. Our new Superintendent of Schools, Ms. Austin, may enable us to do so, as she is a library supporter. Williams had just heard of a meeting in March for the purpose of getting together school and public librarians from our Region, and will see if he and school library staff can attend.

GOALS FOR LIBRARY DIRECTOR EVALUATION Williams presented a supplement to the meeting agenda, listing goals he wants to achieve during 1994, which can serve as a basis for his evaluation by the Board in December, 1994. Some have already been attained. The goals are: 1. Develop realistic FY95 budget that meets state requirements; 2. Streamline bookkeeping records on new computer system, train Page or P/T staff to help with detail work; 3. Employee evaluations for each staff on anniversary; 4. With Board, develop plans for handicapped access while preserving architectural character of building; 5. Improve communications with Friends of JEL; 6. Complete spot repairs/safety improvements for water damage and stacks; 7. Develop access for public to computer catalog; 8. Plan for new technology impact.

CORRESPONDENCE: The MBLC has announced that our FY94 Nonresident Circulation Offset Award of \$2,760.71 should be received by town soon.

MBLC will hold "Town Meetings for Discussion of Draft Proposals for Revisions of the State Aid to Public Libraries Statutes and Regulations," including one on Tuesday, March 8, from 10am-12:30pm at Shrewsbury Public Library.

REPORT OF THE LIBRARY DIRECTOR: Williams reported that Manpower Temporary Services held (& paid for) a recruiting session for part-time employment on January 5, booked to be held in the Southbridge Room. They had anticipated about a dozen responses, but so many showed up we moved them to Pioppi Room.

Herb Cassells has started to prime the Children's Room wall after removing paint chips. We hope that the masonry work agreed to above will mean the end of our moisture problems, so we can repaint the walls.

ADJOURNMENT: Next meeting: Tuesday, February 15, 1994, at Noon at the Library. Morrill moved to adjourn. Travinski seconded. Meeting adjourned at 1:04 P.M.

Respectfully submitted,
Harry R. Williams, Clerk

**TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
FEBRUARY 15, 1994**

Call to order: 12:05 Noon.

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

CHAIRMAN'S REPORT: Lenti chaired in Mills' absence, and offered his and the Board's congratulations to Travinski, also absent, on taking a new position as Head of Tri-Valley Elder Services.

SECRETARY'S REPORT: Morrill moved that the Minutes of the January 18, 1994 meeting be accepted as read. Dacoles seconded. So voted.

TREASURER'S REPORT: Dacoles reported a regular semi-annual payment to the Town of \$8,500, plus a \$20 stop-payment charge for an earlier check for that amount which was lost in the mail, and \$700 to Paul Benoit for repairing the steps and \$132 to the Southbridge Rotary Club. Our Southbridge Savings Bank account has been "inactive," so we will deposit our next gift donation there. Fleet asked who can authorize transactions by phone and it was agreed: "No one." Williams will give the Town Treasurer a Form 1099 from Savers' Coop.

BUILDING COMMITTEE: Lenti reported for Bousquet that Paul Benoit has completed work on the front steps which were still leaking after being sealed on the outside. A subcommittee meeting was held last Thursday, February 10. Lenti, Bousquet and Williams took a thorough tour of the building with an eye to maximum utilization of the space currently available. Ideas they came up with include "losing" the current 5 levels of stacks, to be replaced by four levels of stacks, including a couple of mezzanines above the reference room which could increase our current 14,000 sq. feet to 20,000. An "additon" to the back of the building would be for a central elevator shaft and stairs only, with one entrance for all patrons. The current entrances would still functions as exits.

Lenti also highlighted the letter from Patience Jackson, dated Feb. 3, thanking Williams for providing a copy of the minutes he had prepared of her site visit and meeting with the entire Board of Trustees on January 25. Jackson praised the Trustees as a dynamic Board (one whose members carry the bags of our guests to their cars, according to Morrill) and added one more library for a possible site visit: the Lynnfield Public Library, which has a barrel vault ceiling.

VanVooren and Morrill voiced their willingness to make site visits on behalf of the Board, so Williams will contact libraries to arrange for their visits. We do not seem to own any more of the Polaroid cameras we used to circulate, but the Trustees have access to cameras. Williams will also make copies of the Site Visit Guidelines Jackson sent.

FY'95 BUDGET: Williams is awaiting an appointment to meet with the Town Manager to review his FY'95 Budget proposal is \$259,127, an increase of \$23,297.

FY'94 BUDGET - PHOTOCOPIER: The new Canon photocopier is scheduled to be delivered today. Williams had considered recommending we limit the extent of free photocopying offered to Literacy Volunteers, but the staff report that no one abuses this privilege.

COMPUTER FOR LIBRARIAN'S OFFICE: Williams has not narrowed down his choice of an appropriate system. Mr. Trombley of the Elder Affairs and Veterans offices expects to spend about \$2,800 for a system appropriate to the needs of a Department Head.

LIBRARY/SCHOOL COOPERATION; MEETINGS: Williams plans to attend a "Hand in Hand" conference in Worcester on Saturday, March 12, along with Southbridge High School librarian Christine DesRosier, arranged by the Massachusetts Library Association Children's Issues Section and the Massachusetts School Library Media Association. School and public librarians will explore their roles, community evaluation, and partnerships

that have worked. Morrill asked if we could arrange for School Superintendant JoAnne Austin to come to one of our meetings to discuss needs.

Williams also plans to attend a 3-day conference in Newport, as a member of the Southbridge Alliance Against Drugs, from March 21-23. This is his third year on the Advisory Board of the Alliance, and he has been invited each year. He offered to use Vacation Time for this activity, but Morrill moved and Dacoles seconded that this should not be charged as Vacation time. Williams, the only staff member who has only two weeks of vacation (others have 3 to 5 weeks) was grateful, and will be reporting out his findings to a Rotary meeting and possibly to other organizations as well.

GRANT-FUNDED STORY HOUR - TRANSPORTATION On Monday April 11 we will host a Multi-Cultural Story Hour for two Second Grade classes from Charlton Street School. All expenses for the program itself are being paid for by a Grant to the Central Massachusetts Regional Library System. Mrs. White wonders if the Trustees would be willing to pay for bus transportation to and from the school. The children will have to walk otherwise, and it's hard to predict the weather. VanVooren moved and Dacoles seconded to pay for a bus, and this passed unanimously. Williams will ask David O'Brien for a suggestion as to how to arrange this in a way that protects the interests of the Town, the School and the Library.

CORRESPONDENCE: As mentioned in the Building Committee report, Patience Jackson of the Massachusetts Board of Library Commissioners has sent her thanks for our meeting of January 25, praising our work so far.

MBLC will hold a hearing on the Long-Range Plan on Monday March 7, and "Town Meetings for Discussion of Draft Proposals for Revisions of the State Aid to Public Libraries Statutes and Regulations," on Tuesday, March 8, both at Shrewsbury Public Library. Just today we received their Preliminary Data Reports on funding, staffing and services. Williams will pass on their statistics for Southbridge at the March meeting.

Databooks, a division of Tatnuck Bookseller in Worcester, sent an invitation to a reception to be held on Friday March 4 in honor of their being added to the vendors in the Regional Cooperative Purchasing arrangement which provides excellent discounts to member libraries.

REPORT OF THE LIBRARY DIRECTOR: Williams will be on WESO tomorrow morning, Feb. 16, at 8:52, to promote the library.

Another Y.O.U., Inc. GED program worker has been lost to a full-time job. Michael Christian left just before the latest snowstorms!

New England Telephone wanted to dig up Foster St. for an additional underground line for a C/W MARS Southbridge - Sturbridge link. Hamer Clarke asked them wait 6 to 8 weeks.

HW attended a January 27 CRAC (Central Regional Advisory Council) sponsored meeting about the Education Reform Act, but picked up little practical information.

Snow led to our closing early, along with the Town Hall, last Friday, February 11. DPW sent some workers to help with the last few storms, saying Williams should stop shovelling snow. The Trustees agreed that the Library Director should not shovel.

ADJOURNMENT: Next meeting: Tuesday, March 15, 1994, at Noon at the Library. VanVooren moved to adjourn. Dacoles seconded. Meeting adjourned at 12:58 P.M.

Respectfully submitted,
Harry R. Williams, Clerk

**TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MARCH 15, 1994**

Call to order: 12:05 Noon.

ATTENDANCE: Mills, Bousquet, Dacoles, Morrill, VanVooren and Williams.

SECRETARY'S REPORT: Morrill moved that the Minutes of the February 15, 1994 meeting be accepted as read. Dacoles seconded. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally.

BUILDING SUBCOMMITTEE: At the February 15 Trustees Meeting, VanVooren and Morrill had voiced their willingness to visit libraries on behalf of the Board, so Williams contacted libraries suggested by Patience Jackson as good sites for visits. We no longer own Polaroid cameras, but the Trustees can use video camcorder from Bousquet.

At the March 10 meeting of the subcommittee, Williams distributed copies of the Site Visit Guidelines Jackson sent, and the following sites were "assigned": Mills & Williams: Holden, Wed. 3/16; VanVooren: Franklin and Attleboro, Fri 3/18; Morrill & Travinski: Everett and Lynnfield, Sat 3/19; Bousquet & Lenti: Waltham and Middleboro, dates being worked on.

All the dates were announced at today's [March] Trustee Meeting after each "team" phoned their respective libraries for appointments so they could announce their visits at today's meeting, and so we can then plan our next "Building Meeting."

Mills asked if Williams had yet spoken with the Town Manager about our respective "funding authority" roles, since we need to know how autonomously we should act before Patience Jackson needs to be working with Mrs. Chandler and Ms. Gravel. Williams has requested a meeting with the Town Manager on this topic for himself and Bousquet, and is awaiting a reply.

Morrill suggested that we also alert Counselor Lavigneur, who chairs the Education & Human Services subcommittee of the Council, to our discussions.

FY'94 BUDGET - PHOTOCOPIER: The new Canon photocopier is giving good results and some options which were not previously available, such as automatic two-sided copying. Williams expressed his appreciation that the Town Manager had approved this capital expenditure.

FY'95 BUDGET: Williams met with the Town Manager and Town Treasurer on February 28 to review his FY'95 Budget proposal of \$259,127, an increase of \$23,297. The Town Manager will not support regrading Mrs. Chaplin's position.

The Treasurer suggested revising the request for two more part-time (10 hrs/week) staff from L7 to L3 positions. The Manager did not dismiss this out of hand but was not encouraging about our hope of additional staffing at this time, on the theory that "We got ours last year, it's the turn of others to get theirs."

The Manager suggested some specific cost-cutting in our line item requests, such as saving printing costs by purchasing blank post cards for reserves and registrations and filling them out by hand, and that we no longer give personal help for patrons to get their tax forms. She also asked that the Trustees pay for memberships in the MLTA.

FY'92 AND FY'93 ANNUAL REPORTS: The Town Manager sent a request to Department Heads on February 15 to submit Annual Reports by the 28th for both Fiscal Years. Williams prepared the reports by that deadline, and copies are in each Trustee's notebook.

COMPUTER FOR LIBRARIAN'S OFFICE: Williams still has not selected a system. Mr. Trombley of the Elder Affairs and Veterans offices is awaiting delivery of a \$2,800 system appropriate to the needs of a Department Head.

LIBRARY/SCHOOL COOPERATION; MEETINGS: Williams attended the "Hand In Hand" conference in Worcester on Saturday, March 12, along with Southbridge High School librarian Cristy

DesRosier and JoAnn Wroblewski of Bay Path, arranged by the Massachusetts Library Association Children's Issues Section and the Massachusetts School Library Media Association. School and public librarians explored their roles, using the MSLMA/MLACIS Joint Statement which had been developed over the last 3 years (copies of this were included with meeting agenda for each Trustee,) and learned of 8 partnerships that have worked.

After Morrill asked last month if School Superintendent JoAnne Austin could come to one of our meetings, Williams called her. She asked that he come meet with her to discuss perceptions of our separate and mutual needs before the April meeting, when she can join us. Williams was urged to make it clear to what extent budget considerations are paramount to our ability to provide new programs and services.

TRUSTEES - REAPPOINTMENT: Mills received a letter from Fleet Bank asking if Bousquet, Dacoles, Morrill and VanVooren would accept reappointment to the Board of Library Trustees. All agreed to another term, and Mills will sign and return the letter to that effect.

CORRESPONDENCE: The United Way has requested that Williams continue for another term on the Action Committee. He will accept, as this does not take up too much time.

The Mass. Board of Library Commissioners sent an outline Legislative Package seeking \$45 million for construction/renovation and \$943,000 for an Information Network including InterNet access for Public Libraries.

The Trial Court Law Libraries staff will make a site visit by July which will provide a free evaluation of our reference and circulating law book collections.

The Water Department has alerted us to "Higher than usual consumption" and Williams will check all sinks and toilets are not leaking. It was suggested that he also have the water meter checked.

REPORT OF THE LIBRARY DIRECTOR: Williams will be busy the next couple of weeks, beginning with speaking on WESO Thursday morning, March 17, at 7:52, to promote the library. He also plans to attend the 3-day conference in Newport, as a member of the Southbridge Alliance Against Drugs, from March 21-23, as discussed last month, and has to report for Jury Duty Monday 3/28, at Fitchburg District Court.

We still have no new Y.O.U., Inc./GED worker to replace Michael Christian.

Williams filed an "Incident Report" to the Town Manager on Feb. 17, after Ms. Virginia Reed fell on the Foster St. sidewalk Feb. 16 on her way to the Library to do some Literacy Volunteers tutoring. A hospital bill was received on Mar. 24 and forwarded to the Town Treasurer, who handles the Town's insurances.

A request Mrs. White sent to the Town Manager Jan 20, for information from her Personnel records, has not yet been answered.

We have recently had to have repairs to the elevator; both of the boilers (Gil Provost from DPW was able to perform the work specified by the boiler inspector); and an Apple computer printer. Ted Dubsy has promised to install a free CD ROM drive in our Compaq computer, which he took away for repairs long ago.

ADJOURNMENT: Next meeting: Tuesday, April 19, 1994, at Noon at the Library. Morrill moved to adjourn. VanVooren seconded. Meeting adjourned at 1:00 P.M.

Respectfully submitted,
Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
APRIL 19, 1994

Call to order: 12:00 Noon.

ATTENDANCE: Mills, Lenti, Morrill, Travinski, VanVooren and Williams.

SECRETARY'S REPORT: Lenti moved that the Minutes of the March 15, 1994 meeting be accepted as read. VanVooren seconded. So voted.

TREASURER'S REPORT: No report. Williams was not aware of any significant changes in our finances.

BUILDING SUBCOMMITTEE: Williams distributed minutes of the April 5 noontime meeting of the subcommittee. This was the meeting at which we viewed the video of our site visits. Two errors were found in the minutes: they omitted VanVooren's visit to Franklin, and that Morrill had accompanied Lenti to Waltham, which insisted on a daytime visit that was not feasible for Bousquet.

Mills has spoken with Patience Jackson of the MBLC, who recommends our next step be to request approximately \$8,000 feasibility grant from the Town to study handicapped access at the library, and any other issues resulting from this pursuit. Mills will ask Charlene Gravel of the OECD to help pursue funding for us.

Morrill moved, and Travinski seconded, that this funding should be part of the FY95 Capital Budget of the Town. This was voted unanimously, and Williams will write the Town Manager and inform her of this vote.

Mills asked Jackson what the next steps should be if the money is made available:

1) Study of JEL by staff/administration/Trustees - answer the question "Where is the library going over 5 years/10 yrs/15 years?" (With 2 scenarios each: with D.O.D. or without D.O.D.)

2) Architectural competition - gather info on (up to 100) interested architects. Choose 5 semifinalists to interview. Choose finalist - based on "chemistry" - to perform just the feasibility study (We can specify extent or "levels" of access, and what increases in services and use by the public, we are hoping to achieve, before the study begins, to guide the architect.)

3) "Sell" the resulting plan to our constituents, enlist help of the Town Council, do Public Relations, fundraising, etc., all leading up to:

4) (Perhaps two years later) begin another architectural competition, this time for an architect to realize the potential developed in 1-3.

Morrill wondered about preexisting parameters or limits on the kinds of plans we can explore. Are we limited to only the existing space and/or plan? Mills said we can be open to various suggested options, but "We decide."

FY'95 BUDGET: Williams will meet soon with the Education & Human Services Subcommittee of the Town Council, review his FY'95 Budget proposal of \$259,127, and the Town Manager's recommendation. This does not support regradings or the addition of any more part-time (10 hrs/week) staff, but does include an additional \$2,000 in the book budget. We are indeed hearing that "You got yours last year, it's the turn of others to get theirs."

COMPUTER FOR LIBRARIAN'S OFFICE: Williams still reviewing systems. Mr. Trombley at the Depot has just taken delivery of a \$2,800 system which may be appropriate to the needs of a Department Head, but which he has not yet mastered. Williams is concerned to be thrifty yet to get a powerful system, and the Trustees reassured him that any system we select will be obsolete in a number of years, so select the most reasonable system that will do the job.

LIBRARY/SCHOOL COOPERATION; MEETINGS: Williams distributed his April 11 "NOTES ON MEETING WITH SCHOOL SUPERINTENDANT JOANNE AUSTIN" and reviewed the important points: "Williams spoke of the effect of Severe limits on our staffing and funding" so we sought to "create progress without incurring additional costs." SHS Librarian Kristi Durocher has already developed and sent "Assignment Alerts" about upcoming class projects. Austin spoke of one teacher who checks out "deposit collections" for students to use in her classroom. Williams praised the teacher, but worried that this might not be fair to patrons from

other classrooms. A fairer-to-all approach might be "Reserve Reading" status for books on subjects that will be mass-assigned.

Austin offered to provide a list of the books which have been purchased for the 3 new elementary libraries. Williams said this would be very helpful. Austin explained that pending hire of a new curriculum coordinator, there are no "System Reading Lists," in Southbridge.

Williams met (elementary school) Information Systems Coordinator Diane Kelsey, who expects 30-50 Macintosh computers in each school, and suggested that if we get a Macintosh with a modem at the library, children could gain access to their own data files at school to help them work effectively here at the Public Library. Austin agreed with Williams that perhaps the school should install one or two of their many new computers here for that purpose. Austin further suggested placing school-owned computers here during the summer vacation, so students could still have access to them.

Next step would be meetings with other school personnel to further explore these concepts. Austin asked Williams to deliver her regards to the Trustees at their April 19 meeting, since there is no real need at this time for a face to face meeting. Williams and the Trustees were pleased with the positive results of these efforts.

HAZELTON PLAQUE: Williams displayed the memorial plaque in honor of Mrs. Hazelton, and will bring it to the Annual Meeting of FOJEL.

SUMMER HOURS: Williams suggested, Morrill moved, and VanVooren seconded that the summer hours at the library this year be the same as the winter hours except to be closed all day on Saturday. This carried unanimously.

SUMMER READING PROGRAM: Williams asked if the Trustees would consider increasing their support of the Summer Reading Club from \$350 which we paid for the last few years, to \$500. Performers charges have gone way up. Lenti moved and Morrill seconded to increase this donation to \$500, and this also carried unanimously.

CORRESPONDENCE: The Massachusetts Library Trustees Association has been sending solicitations for membership directly to the Trustees' homes. We will continue our practice of the Board paying for the Chairman and the Library Director to be members of MLTA.

REPORT OF THE LIBRARY DIRECTOR: Williams plans to set up a table at the YMCA "Healthy Kids Day" this Saturday April 23, and hopes to be able to do so at the Harrington Memorial Hospital Health Fair Saturday June 11. A simple display of books and other recent materials is an easy, inexpensive PR and publicity tool for the library. Mills suggested seeing if we can do the same for the "Taste of Italy" day at the Arts Center on May 15, and Lenti urged Williams to do as much as possible of this "out in the community."

A new Y.O.U., Inc./GED worker, James Lane, started last month but didn't stay for long. Program Director James Scally is seeking another worker for us.

The Southbridge/Sturbridge/Charlton Trustees/Staff "Pot Luck Supper" will begin at 6:00 at the Joshua Hyde Library in Sturbridge tonight. The format has been changed a little by Sturbridge Library Director Ellie Cheseborough, who offered to host this year because the new Charlton Library Director, Anne Hackett, began quite recently. Morrill, Lenti and Williams plan to attend, and Travinski and Dacoles are "maybes."

Arthur Kavanagh will be honored Monday evening April 25 by the Exchange Club, at Rom's at 6:30. Lenti and Mills are both attending, and Williams hopes to. Mills will be on the evening's agenda to thank Mr. Kavanagh for all his work at the library on behalf of the community.

The Friends of Jacob Edwards Library (FOJEL) Annual Meeting will be Thursday April 28 at the Library at 7:00 PM. Williams will present the plaque in memory of Mrs. Hazelton at the meeting, and will seek help for some of our "out in the community" outreach projects discussed above.

ADJOURNMENT: Next meeting: Tuesday, May 17, 1994, at Noon at the Library. Morrill moved to adjourn. Lenti seconded. Meeting adjourned at 1:00 P.M.

Respectfully submitted,
Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MAY 17, 1994

Call to order: 12:00 Noon.

ATTENDANCE: Mills, Bousquet, Dacoles, Lenti, Travinski, VanVooren, Williams and Southbridge Town Manager Florence Chandler.

SECRETARY'S REPORT: Dacoles moved that the Minutes of the April 19, 1994 meeting be accepted as read. VanVooren seconded. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally.

FY'95 BUDGET: Williams met 4/26 with the Education & Human Services Subcommittee of the Town Council, reviewed his FY'95 Budget proposal of \$259,127, and the Town Manager's recommendation of \$245,527 was adopted. This is \$9,697 higher than the FY94 Budget and includes an additional \$2,000 in the book budget.

POT LUCK SUPPER: Morrill, Lenti, Travinski, Paula and Dina Dacoles, and Williams attended the Southbridge/Sturbridge/Charlton Trustees/Staff "Pot Luck Supper" on April 19 at the Joshua Hyde Library in Sturbridge. The format was changed a little by Sturbridge Library Director Ellie Cheseborough, who offered to host this year because the new Charlton Library Director, Anne Hackett, began quite recently. Mills asked if we should continue this "tradition. Lenti thought we should, but that perhaps the host should coordinate the arrangements. When we hosted in the past, we were a bit more structured. Williams should begin now in planning for next year's event.

SOUTHBRIDGE COMES TOGETHER: Williams and John Moore brought an opaque projector to the library after the Southbridge Historical Society meeting on May 10 at Mario's. This had been stored in Arthur Kavanagh's attic, and it is not clear if it is a gift to the library, or if we are storing it for the Historical Society. If it is a gift, Williams will thank Kavanagh.

Lenti remarked that he saw our community come together, both on the 10th and at the Arts Center on the 15th, celebrating our Italian immigrants and the wonderful "Taste of Italy." The townspeople responded by turning out in great numbers, and The News did a good job of covering both events.

Another rewarding recent event was when Arthur Kavanagh was honored on 4/25 with the Exchange Club's Golden Deed Award at Rom's. Mills was on the program to thank Mr. Kavanagh, on behalf of the community, for all his work at the library. Bousquet, Lenti, Travinski, and Williams also attended.

MAGNIFIER: Williams learned that the Visual-Tek reader in the Ammidown room had been donated to Latham by the Lion's Club.

FRIENDS OF THE LIBRARY: The Friends of Jacob Edwards Library (FOJEL) Annual Meeting 4/28 voted to renew the Higgins Armory pass and Morningstar Reports subscription, purchase a video on (about) Mt. Washington. A Subcommittee will study CD-ROM hardware and software to spend up to \$4,000 for public access work station. All officers were re-elected. Mills suggested that the CD-ROM could serve as a centerpiece to "Kick off the change to the new electronic reference services at JEL."

CORRESPONDENCE: Green Thumb seeks voluntary contributions of \$150/worksite to defray some of their administrative costs. Travinski moved we pay this from unrestricted Gift funds and this passed unanimously.

We also received letters of thanks for participating in Community Reading Day, 4/13, from Mary A. Ryan, Eastford Road School, and for setting up the table at Healthy Kids Day, 4/24, from the YMCA staff. When next year's Community Reading Day is being set up, Williams will remind the organizers that the Trustees are willing to serve as readers, as Morrill did this year.

BUILDING SUBCOMMITTEE: Town Manager Florence Chandler said "You seem to need a feasibility study." She explained that we need to draft specifications and design a bid even for this. The Police Station study cost about \$10,000 and the access study for Town Hall, \$5,000.

Mills explained that we had begun thinking about the need for access at the library, and realized that when D.O.D comes to Southbridge, this will increase the demand on the library. We are looking forward, and have studied other libraries' projects. We even have a short video with highlights of our visits to eight libraries.

In addition to the need for access, we need security provisions for our staff. The Town Manager voiced reservations about the extent of the need for security measures, but added that we can structure the emphasis of the RFP (Request for Proposal) to highlight such needs. "The architect should know these are the important issues."

Mills asked Mrs. Chandler for her recommendations on how we should proceed. First we should give her some idea of the scope of the RFP we want. A plan with possible phases seems best: first handicapped access only, with or without changes to the book stacks, then general renovations and a possible addition. Next, we would put this out for bid, "we" being Charlene Gravel in OPCD to prepare the actual RFP on behalf of the Town Manager, who is our Procurement Officer. It might express the scope as "Handicapped Access with consideration for possible renovations/additions."

Mills asked how long to allow for a feasibility study (6 months or less) and what would be the next step after it. Chandler described the six-community ongoing grants and building study our Town is leading. We might be part of such an umbrella.

Chandler offered to provide copies of the RFP for the feasibility study for Handicapped Access at Town Hall, and information on a space plan later voted to be added to the bid. Williams will remind Chandler to dig these out. Mills asked Chandler if we can proceed in our planning without causing problems that might "Hang you up." We can proceed. Chandler said "State grants go to those who are ready," and suggested we tell Sen. Bertonazzi and Rep. Peters to alert us when monies are available.

The Town Manager added that the large bond for the Police Station is tying up much of our bond capital, so complete funding would be preferable to matching funding. After the discovery that a capital account of \$5,000 for a library security study had been dormant for a number of years, we wondered if any other monies might be available, unknown to the Trustees, which could be added to this amount to fund the feasibility study. Chandler said the Town Accountant can provide that information.

Mills asked if he, Bousquet and Williams should meet with Gravel, and the Town Manager said yes, and that she would provide a model for them to work from in developing the RFP.

Williams and staff will use the workbook provided by Patience Jackson of the MBLC, to quantify our needs. This can also provide information needed to update our Plan of Service, developed by the Trustees and Latham in 1989, a requirement for qualifying for future grants.

REPORT OF THE LIBRARY DIRECTOR: No new Y.O.U., Inc./GED worker has been available to replace James Lane, but Program Director James Scally thinks another worker may be available in June. Alternative Sentencing "volunteer" Eddie Morrow started today, but only has 20 hours of work to perform.

The Sunday Telegram is often stolen from the delivery tube on our steps, and Williams is considering changing Sunday only to mail delivery. It was suggested that he see if the carrier could just hold the paper and deliver it with the Monday edition.

Brenda at the Water Department is arranging a test of our water meter to see if it is defective.

Williams' next WESO spot will be next Friday, 5/27. He last spoke of the "hard truths" about some patrons who abuse the library. This went against his tendency to accentuate the positive but generated more positive feedback from listeners than any other single publicity piece.

ADJOURNMENT: Next meeting: Tuesday, June 21, 1994, at Noon at the Library. Travinski moved to adjourn. Lenti seconded. Meeting adjourned at 1:20 P.M.

Respectfully submitted,
Harry R. Williams, Clerk

**TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JUNE 21, 1994**

Call to order: 12:00 Noon.

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

CHAIRMAN'S REPORT: Mills started with "The Good News." congratulating Lenti for his 25 years as a Trustee. "The Bad News" was Mills' announcement of Bousquet's resignation. Mills accepted on behalf of the Board after trying to make it "easy to stay." Lenti remarked that it was Bousquet's sincerity that forced him to leave. Mills agreed that Bousquet's inability to continue participating as fully as he had throughout his tenure forced this decision. Williams and Mills will notify the appropriate authority, either the Town or the Trust.

SECRETARY'S REPORT: Dacoles moved that the Minutes of the May 17, 1994 meeting be accepted as read. Morrill seconded. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally.

BUILDING SUBCOMMITTEE: Mills and Williams met on May 26 with Charlene Gravel of OPCD, who has prepared a draft RFP (Request for Proposal) for a feasibility study of our needs for "Handicapped Access with consideration for possible renovations/additions."

Gravel will ask the Town Manager to put funding for the feasibility study (in addition to the capital account of \$5,000 for a library security study which could be used for this) on the Council's agenda for their June 27 meeting, so it will be part of the FY95 spending plan.

Williams and staff are using the workbook provided by Patience Jackson of the MBLC to quantify our space needs.

FY'94 BUDGET: Williams reported being busy with year-end transfers for raises (much of which was covered from other accounts such as savings on Electricity) and surprises and shortfalls such as that in our water account.

FRIENDS OF THE LIBRARY: The Friends of Jacob Edwards Library (FOJEL) Annual Meeting on April 28 set up a subcommittee to study CD-ROM hardware and software to spend up to \$4,000 for public access "multimedia" work station. A trip to some of the computer stores in Framingham is anticipated. It was suggested that Williams ask some colleagues of their experiences and "Would you buy it again?"

Mills suggested that the Trustees could add to this effort by expressing an offer to pick up future needs, possibly additional software. In light of the magnanimity of FOJEL, he added that we should start with the focus and credit going to the Friends.

SUMMER YOUTH EMPLOYMENT & TRAINING PROGRAM: Library Pages Edith Ortiz and Amarilis Ramos will be able to participate again this year. Instead of 10 hours per week paid for from our Part-Time budget, each can work 35 hrs/wk paid by the MacKinnon Center. Williams is scheduled to interview Luz Morales and Mariet Santiago this week as we have been authorized for up to four SYETP workers.

CUSTODIAL HELP: Green Thumb worker Herb Cassell is a great help but we are awaiting another Y.O.U., Inc. (formerly Tri-Link) GED worker to help him with the heavy jobs. None is yet available. Eddie Morrow started under an Alternative Sentencing arrangement on May 17. After performing his required 20 hours, he continued on as a volunteer, but later turned into a "no-show." Williams interviewed Alternative Sentencing candidate Eladia Benitez who was to start yesterday, but he was an immediate no-show.

CORRESPONDENCE: The Massachusetts Board of Library Commissioners has sent a building safety concerns checklist, which Williams will incorporate in the Library Building Program Workbook.

The MBLC also sent a Proposed Amendment to 605 CMR 4.00 regarding Nonresident Circulation Offset Payments. Under this program we will be awarded additional monies with our LIG/MEG grants to recognize how much of our circulation is to non-residents.

James Sheldon of Ashland Avenue wrote a letter thanking us for allowing him to set up a photo display as part of his college coursework from May 27 to June 4.

The Central Region faxed us a copy of Worcester Public Library's Policy, just voted at their June 14 Trustees meeting, announcing that when Towns close their libraries or are decertified by the MBLC, their residents will be allowed to use Worcester's Reference books, but will not be allowed to check out any of Worcester's materials. Williams suggested we take such a policy under advisement, in case nearby Towns are decertified.

On request of the Town Treasurer, Williams has sent several letters to patrons regarding bounced checks for overdues or lost books.

REPORT OF THE LIBRARY DIRECTOR: Page Tests were held May 18 and June 9. Top scorers from the first session were interviewed May 26 and Julia Jachimczyk has been hired.

Claire Provost is planning to teach a 10-week sign language course beginning this month on Monday evenings. As there will be a tuition charge, we will require payment for the room use.

We may have an opportunity for a "sponsorship" plan similar to that rejected at the December 1991 meeting. A salesperson mentioned to Williams that the Southbridge Credit Union might pay for subscriptions and "gift of" magazine holders like those at the hospital. All agreed to pass, with thanks for the offer, on this idea. Printing of Fiberkraft borrowers card holders will again be sponsored by Southbridge Savings Bank.

Williams spoke about Library work at West Street School's Career Day on June 7, and on radio station WESO on May 27. Tomorrow morning he will meet with leaders of the Southbridge Special Needs Parents Advisory Council for the presentation of a collection of books. The Southbridge News has been invited and we may get some good publicity. The Literacy Volunteers Tutor Recognition Night last Thursday, June 16, made the front page of The News.

Kate Flynn of the Massachusetts Trial Court Law Libraries met with Petrelli and Williams on June 7, and made some very helpful suggestions for our law book collections.

Recent power outages and mainframe problems in Paxton have caused C/W MARS failures, made bearable by the PCs that can store transactions for later uploading when we are back on line. The staff are truly grateful to the Trustees for this purchase! The Zentec terminals they replaced (we still have two in service) are so old that service contracts are no longer available through C/W MARS.

ADJOURNMENT: Next meeting: Tuesday, September 20, 1994, at Noon at the Library. Lenti moved to adjourn. VanVooren seconded. Meeting adjourned at 1:00 P.M.

Respectfully submitted,
Harry R. Williams, Clerk