

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JANUARY 20, 1998 4:00 PM

ATTENDANCE: Trustees Mills, Lenti, Morrill, Travinski and VanVooren; Library Director Williams.

SECRETARY'S REPORT: Lenti moved and VanVooren seconded to accept the minutes of the December 16, 1997 meeting as presented. So voted.

TREASURER'S REPORT: Dacoles was unable to attend. Mills reported that the Town had requested the Trustees convey the \$125,000 pledged from Trust Funds. Treasury notes from the Trust were sold and the proceeds were wire transferred to the Town of Southbridge.

BUILDING (a.k.a. Fundraising) SUBCOMMITTEE: Lenti reported on his work with Bob Chartier, of the Tri-Community Chamber of Commerce, to develop plans for the January 27 "Business After Hours." It will be held at Mario's, at no cost to the library, and we will get ten free tickets to present to our invited guests.

Discussion included who to invite, how to present our project, and who should speak. Travinski can provide projection equipment. Each Trustee will hand out project fliers and pledge forms. Lenti said a nearby library displays a Jacob Knight painting in their lobby, and wonders if we could do something similar.

Lenti proposed we accept Globe Sign's offer of a permanent banner "Jacob Edwards Library Prepares for the 21st Century." It would be durable enough to last a couple of years, for the duration of the building project, and would look similar to those used at Museums. Mills and Travinski both suggested a horizontal banner over the Main Street entrance.

Williams and architect Richard Smith met with Patience Jackson at the architects' office on January 14, to review our plans. Smith met with the library staff this morning to get their input. Williams will attend Jackson's "Mid-Construction Workshop" at Duxbury tomorrow.

BUDGET: Williams' FY'99 Budget Proposal totals \$307,350 and is 11% over the current budget of \$276,750. His request includes a part-time computer technician/circulation assistant, two additional PAC terminals, a new microforms reader-printer, a portable multi-media display unit, three office chairs, and a \$3,000 increase in the books and materials budget.

FOJEL: A committee of The Friends of Jacob Edwards Library met on January 5, and invited the entire membership to come on January 15 (which turned out stormy) to plan the gala Mardi Gras event for February 24. To increase participation, another meeting will be held on Thursday January 29. Williams will make a second mailing to all 156 members.

President Carol Muschler is working on the invitation and on a lapel pin premium. The Puracchios and Kirks have volunteered to "man" tables for registration and pin sales. Treasurer Roger Mandeville has arranged for entertainment by the SHS chorale group and the jazz band.

Mills reported that Fleet bank will present a check for \$33,000 from the Wells Foundation at the event. He will contact Pat Clemence and see if the Garden Club can help with decorations and luminarias, which make great photographs.

Lenti has received from Chester Savory an offer of 150 copies of his book Count Down to Destiny, for fundraising. He will not be coming to the Mardi Gras, but perhaps can come at a later date for book signing. Travinski wondered how we might involve young people, possibly the Library Club from the Junior High School, to help.

Lenti also suggested changing his original plan, to go to many local restaurants for food donations for an "ethnic food festival." Travinski suggested sandwiches or finger foods could make it simpler. Mills suggested someone with catering experience provide light refreshments, desserts and beverages. Gaine pointed out this needs to be "orchestrated," and that Big Bunny will donate and deliver food to the "conductor."

POLICY ISSUES - FINES & OUT OF STATE BORROWERS FEE: Williams has more work to do to prepare detailed proposals regarding our Fines Policy and a Registration Fee for out-of-state residents.

CORRESPONDENCE: Fundraising consultant Judy Green faxed that the latest Mass. Preservations Project deadline was January 9, and sends regards and greetings to all. We did not want to apply in this grant round because we would not be ready to spend the funds soon enough if they were awarded.

REPORT OF THE LIBRARY DIRECTOR: The new PAC terminal in the Children's Room was worked on by C/W MARS on January 7, and by Lanpro on the 13th, but is still not working right. This is frustrating to the staff as we had hoped to offer this service since last July, and because without it we are forced to continue generating catalog cards for the juvenile books.

Williams has been invited to speak at the Massachusetts Library Association's Annual Conference on April 27 or 28. He will speak on successful collaboration with Service Clubs.

ADJOURNMENT: Next meeting, Tuesday, February 17, 1998, at 4:00 PM. Morrill moved and VanVooren seconded to adjourn. Meeting adjourned at 5:05 PM.

Respectfully submitted,
Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
FEBRUARY 17, 1998 4:00 PM

ATTENDANCE: Trustees Lenti, Dacoles, Gaine, Morrill, Travinski and VanVooren;
Library Director Williams.

CHAIRMAN: Mills was unable to attend. Lenti called the meeting to order and chaired.

SECRETARY'S REPORT: Gaine was present at the January meeting, but was not listed in the minutes. Travinski moved and VanVooren seconded to accept the minutes of the January 20, 1998 meeting, with this correction. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Morrill moved and Travinski seconded to accept the report.

Dacoles mentioned that the Indemnity Bond provided by Bouvier Insurance is for \$15,000 and covers herself and Mills. Should the amount or number of Trustees covered be increased, in light of the huge building project? It was suggested that a Directors & Officers policy might be more appropriate. Williams will get information on such policies and bring it to the next meeting.

BUILDING SUBCOMMITTEE & FUNDRAISING: Architect Richard Smith dropped off the updated plans, an outline specification, and "finish schedule" for our review. Williams brought copies to Town Hall for the Town Manager, Public Works Director and the Building Inspector to review.

Williams reported Business After Hours was a huge success on January 27. Lenti remarked that it was OK, and did it's job. It was held at Mario's, at no cost to the library.

Lenti reported that giving up one cup of coffee a day enables him to donate \$350 per year to the capital campaign, and presented a check in that amount. Over three years this will enable him to fulfill his pledge of \$1,000 toward purchase by the Trustees of a circulation desk.

Major donations have been announced. Possible additional donors include Fleet Bank and Aearo Company (formerly Cabot Safety.) Dacoles will refer Williams to the new head of Aearo, and Gaine and Travinski will approach Michael Toomey at Fleet.

The Friends' Mardi Gras plans are moving along nicely.

FOJEL: Friends of Jacob Edwards Library membership drive responses are pouring in, even as we prepare for the Mardi Gras gala on February 24. Lenti reported that C & B Catering will serve coffee, punch and light refreshments. Gaine has arranged for Big Bunny to deliver platters of cheese and fruit. Dacoles asked who is taking care of paper goods and a menu. Lenti will check with C & B.

Travinski reported that the Southbridge Garden Club will create floral arrangements for the food table downstairs, for the card catalog with the "Aspiration" statue, and a museum piece for the risers, in front of the lectern. Alan Fontaine does not

have time to prepare a video to present at the event, and risers still need to be located and delivered.

Don Cadoret will photograph the event, and Les Gardner will deliver and set up a professional backdrop. Lenti indicated the bicycles in the meeting room, which had been given to FOJEL by Literacy Volunteers of Southbridge to be raffled to raise money for the capital campaign. Travinski said such raffles need to be licensed, and there probably would not be time to do this in time for the Mardi Gras event.

Travinski is working on the printed program. Williams will provide names and donation information.

BUDGET: The Town Manager has not yet begun reviewing proposals with department heads.

POLICY ISSUES - FINES & OUT OF STATE BORROWERS FEE: No report.

SCIENCE CENTER PASS: The museum passes for the New England (Worcester) Science Center are running out. They are one-use passes, turned in at the gate, not reusable passes that patrons return to the library. Would the Trustees be willing to pay to "renew" early? The cost is \$250.00. It was suggested Williams see if the museum would provide additional passes, since the number provided had not lasted for a year.

CORRESPONDENCE: We have received many generous pledges for the capital campaign. A chart is attached to the agenda for this meeting.

The Massachusetts Board of Library Commissioners sent new regulation regarding the Certification of Librarians. They have no impact on our operations.

REPORT OF THE LIBRARY DIRECTOR: Circulation Librarian Margaret Morrissey is vacationing in Ireland. Her presence, diligence and dedication are sorely missed.

The PAC (Public Access Catalog) computer terminal in the Children's Room is finally on-line!

Custom Alarm Service is sending a representative tomorrow to advise us on panic buttons. Chief Stevens did not show up for a meeting scheduled for last Friday, at which he was to review security concerns with Williams. This continues a very disappointing pattern.

ADJOURNMENT: Next meeting, Tuesday, March 17, 1998, at 4:00 PM. Morrill moved and Gaine seconded to adjourn. Meeting adjourned at 5:05 PM.

Respectfully submitted,
Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
MARCH 17, 1998 4:00 PM

ATTENDANCE: Trustees, Mills, Dacoles, Gaine, Lenti, Morrill, Travinski and VanVooren;
Library Director Williams.

SECRETARY'S REPORT: Lenti moved and VanVooren seconded to accept the minutes of the February 17, 1998 meeting, as written. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. The Indemnity Bond with Bouvier Insurance was renewed for \$150, a magic show was funded for \$300, and \$233 of books were purchased from the Gift Account. Lenti moved and Morrill seconded to accept the report.

BUILDING SUBCOMMITTEE & FUNDRAISING: Architect Richard Smith met yesterday with Town Manager Chandler, Public Works Director Clarke, and Williams to review updated cost estimates, which have inflated about \$300,000 in 2 years. Lenti said we should not reduce the scope of our project, but increase our fundraising. He suggested we approach potential donors with information that the Hyde Group pledged about \$50 per year per employee, and United Lens about \$125. This could establish a "benchmark" for appropriate giving.

Travinski said we should review our approach, emphasizing the impact of the increased cost estimate, that private money will just help cover our "needs," and should not be thought of as "extra." Mills echoed this, that the amount bonded by the Town is need just to build the library, yet we will need to equip it, and allow for inflation. He added that "Our fundraising has been in the laps of Lenti and Gaine. This is the time to 'Join in.'"

Last month, on day of our Mardi Gras event, Architect Richard Smith met with DPW Director Clarke and Building Inspector Tortis, to address their questions and concerns with our plan. We need to provide separate, not one unisex, boys & girls rooms, and must allow for boiler room egress. Lenti pointed out that the fundraising "collaterals" need to be updated, to reflect changes in our plan as well as our progress to date. National Library Week in April would be a good target date for a next phase.

Mills called our Mardi Gras event on February 24 "a great party! 'The old Southbridge' came back and incorporated new people." Now we need to follow up. Next big event: Groundbreaking. This could be a daytime event, with a rally. We should incorporate Friends' President Carol Muschler into our planning, and pace ourselves to move into the next phases.

The Mardi Gras has been shown on local TV a number of times. A few days before the event, on February 20th, Muschler and Williams addressed the Southbridge Women's Club. An updated Capital Campaign donations list was attached to the meeting agenda. It included \$537,000 in pledges, of which \$129,700 had already been deposited with the Finance Director.

BUDGET: The Town Manager refused almost all increases in our FY'99 Budget proposal pending completion of the renovation. She agreed to increase our book budget by \$1,000.

LIABILITY POLICY: Bouvier Insurance estimates Directors and Officers coverage for the Trustees would cost at least \$800/year. Their representative suggested the Town may already provide such coverage under its Public Officials insurance. Williams will review this with Finance Director Lafleche.

SECURITY: Custom Alarm Service drafted a Proposal for a wireless panic button system at \$1,315, plus monitoring at \$200/year. The Town Manager suggests we hold such installations pending the renovation. Mills asked if providing a cellular phone would help staff morale, as well as "send a message" to Town officials that security is an important consideration at the library. Lenti moved and Travinski seconded to pay for a cell phone and service. So voted.

Williams mentioned recent walk-throughs by Southbridge Police Department officers. He was urged to write Chief Stevens with our thanks for this, and urging to continue it, especially with School Vacation Week coming soon.

CORRESPONDENCE: MBLC (the Massachusetts Board of Library Commissioners) awarded us a second payment for our Municipal Equalization Grant and Nonresident Circulation Offset Award, bringing our total FY1998 State Aid to Public Libraries to \$21,846.62

MBLC also reminds us that we need to maintain minimum standards of free public library service, even during construction. For a Town with a population 15,000-24,999, this is 50 hours per week, at least 5 days per week, including some evening hours, and spend at least 15% of operating expenditures on library materials.

Finance Director John Lafleche sent a card with thanks for the pin, and his regrets for missing Mardi Gras. He had great praise for the work of the Trustees.

Architect Richard Smith keeps sending bills to Williams, who brings them to Chandler.

We have received an application to renew our MLTA (Massachusetts Library Trustees Association) membership. We seem to have last paid in 1996. Dacoles will take care of this.

REPORT OF THE LIBRARY DIRECTOR: The Department of Public Works helped clean up the morning after Mardi Gras, and cleaned the carpets in the Pioppi and Children's Rooms on February 26-27. This is most appreciated.

AARP Volunteers began their Senior Citizen tax preparation assistance program yesterday. They will serve about half a dozen people each of three weeks.

Williams represented the library at a Family Literacy Collaboration meeting at the Southbridge School Department on March 6.

Adult Page Kathy Lapriore's brother-in-law has died.

ADJOURNMENT: Next meeting, Tuesday, April 21, 1998, at 4:00 PM. Morrill moved and Lenti seconded to adjourn. Meeting adjourned at 4:57 PM.

Respectfully submitted,
Harry R. Williams, Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
JUNE 25, 1998 4:00 PM

ATTENDANCE: Trustees, Mills, Gaine, Lenti, Morrill, Travinski and VanVooren; Library Director Williams, and Philip Klausmeyer of the Worcester Art Museum.

SECRETARY'S REPORT: Morrill moved and Lenti seconded to accept the minutes of the meeting of May 19, 1998. So voted.

TREASURER'S REPORT: Dacoles was unable to attend. No report.

BUILDING SUBCOMMITTEE: Lenti reported that the asbestos removal has been started, and that the bid opening which took place Tuesday looks promising. He expects we'll have some news by Monday, after the architect and Town Manager check some references.

Travinski requested that someone take responsibility to be very careful to assure that the quality of lighting will be acceptable. Some libraries have received lighting that was aesthetic but not functional, because of glare or other problems. Williams has the name of a library which was given the same treatment called for in our plans, and will see if he can visit it. A group tour by bus was suggested.

FUNDRAISING: Lenti mentioned that more fundraising is need, "and will come." Mills reiterated that he would help with visits to potential donors.

Gaine presented a check for \$1,500 from the Southbridge Lion's club, for the Capital Campaign. Hopefully this can provide the kind of photo opportunity which could serve as a challenge to other clubs and organizations.

FOJEL: The Friends of Jacob Edwards Library Book Sale was held inside the library, on June 13, in spite of the rain. Over \$1,100 was raised.

FISCAL YEAR END TRUSTEE REVIEW: Morrill asked about this agenda item, and Mills explained he had asked Dacoles and Gaine to serve as a Nominating Committee to address the question, "Who could be brought on board if anything happens to any of us?" For the strength of the library, we need a "protocol."

CORRESPONDENCE: Yesteryear Museum Association, Inc., sent forms for the Transfer of Ownership of the doll collection. The Trustees agreed to this.

SIGNS: Mills suggested that we need a professional sign attached to the Town Hall sign, indicating our new home. The existing wood signs at 236 Main Street need to be refurbished and to have a message directing people to our new home. Travinski moved and Gaine seconded that the Trustees pay to have this work done. So voted. Williams will see if Globe Sign can do this.

REPORT OF THE LIBRARY DIRECTOR: Our move into the Town Hall went well, and we had lots of help. Copies of Williams' thank you letter to Town Manager Chandler were attached to the meeting agenda. Chandler was to read it at Monday's Town Council meeting, but instead summarized it and indicated it had been provided to the press. Lenti suggested that since the

newspapers had not printed the letter, Williams might re-work it, and submit it as a Letter to the Editor. Williams will do so.

Sadly, one of the Public Works employees mentioned in the letter died on Monday, Clarence Mourneau, whose daughter Rachel had been a Library Page.

PORTRAITS: Philip Klausmeyer of the Worcester Art Museum gave a presentation of his findings about two of our portraits. One had been damaged during the move, and he was called in to propose pre-storage treatment. When he arrived and inspected the others, he discovered a portrait hanging in the Librarian's office that needed preservation treatment for "tenting" paint which, if untreated, would just fall off the canvas over time, or during movement into storage.

Klausmeyer had developed a treatment proposal for each work, and explained the value of the portraits to the history and cultural life of the community. The cost would be about \$2,000 per painting. Gaine moved and Travinski seconded to commit \$4,000 of Trustees' funds to the treatment of the two paintings. So voted.

Klausmeyer had been dealing with an emergency (paintings shaking on the walls due to construction at the Worcester Art Museum) before coming, and left behind the slides he had prepared to show the details of our portraits, illuminated by the special equipment at the museum. Since everyone was eager to see these it was decided to not wait until September to hold our next meeting. A mutually agreeable date was set, and Philip will join us again.

ADJOURNMENT: Next meeting, Thursday, August 6, 1998, at 4:00 PM, Rice Conference Room at the Town Hall.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
AUGUST 6, 1998, 4:00 PM RICE CONFERENCE ROOM

ATTENDANCE: Trustees: Mills, Dacoles, Lenti, and Morrill; Library Director Williams, and Philip Klausmeyer of the Worcester Art Museum.

SECRETARY'S REPORT: Morrill moved and Lenti seconded to accept the minutes of the meeting of June 25, 1998. So voted.

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

BUILDING SUBCOMMITTEE: Lenti reported that the asbestos removal seems complete. The Town Manager reports that a contract has not yet been awarded to a General Contractor.

Lenti mentioned that when the contract is set, we can begin arranging a Groundbreaking ceremony, which can be the focus of renewed fundraising efforts.

FOJEL: The Friends of Jacob Edwards Library are willing to help plan a groundbreaking, once we have set a date. The Friends have also approved to purchase 3 new computers, one for circulation, a new CD-ROM workstation, and an "administrative" one for the Library Director, who maintains the Friends' membership database.

SIGNS: John Cloutier, of Globe Sign, put new Library signs at the entrance to Town Hall, and lettered the glass doors, and attached plaques on the large signs at 236 Main Street, directing people to our temporary location at Town Hall, 41 Elm Street.

FALL SCHEDULE: Williams attached to the agenda a copy of a memo to the Town Manager. It outlined two options for implementing a 50-hour per week schedule after Labor Day. This is one of the requirements for our State Aid.

One schedule option would be to duplicate the Town Hall hours, with 10 hours per week with only Library staff in the building. The other would return us to our familiar schedule of Monday & Thursday, 9 - 8; Tuesday, Wednesday & Friday, 9 - 5; Saturday 9 - 1.

The latter would be more useful to our patrons, especially students, and is recommended by the Town Manager and the Library staff. The Trustees agreed this would be best.

The agenda had included, "Is it time to consider restoring the book drop?" That was partly in response to the impact of the limited hours during the summer. It has become moot, as the trailers have been moved so as to make accessing their contents impossible.

CORRESPONDENCE: It is time to renew our New England Science Center museum pass. The Trustees agreed to continue to pay for this special service for our patrons.

REPORT OF THE LIBRARY DIRECTOR: Williams reworked his letter to the Town Manager, recognizing those who helped with our move to Town Hall. It was published as a column in The Southbridge News.

Chairman Mills signed the Yesteryear Museum Association's forms for Transfer of Ownership of the doll collection. A copy of the agreement was attached to the agenda.

In our short time at Town Hall, the staff have had to deal with some unusual patron incidents. A small boy swallowed a large coin on July 22nd. We had to summon an ambulance for the person auditing the Retirement System on August 4th.

Mrs. White is planning an initial "trial basis" six-week series of Story Hours, to be held in the Children's Room.

Library Page Nikki Dalton will be leaving for college at the end of the month. We will be seeking a replacement, but the Town Manager wants us to use free ads only.

Williams attended the memorial services for Joseph Capillo. "Joe" was a supporter, friend and Friend of the Library.

PORTRAITS: Philip Klausmeyer, of the Worcester Art Museum, showed slides of the details of our two portraits, as illuminated by the special equipment at the museum. Copies of the Condition Report and the Treatment Proposal for each painting were included with the agenda:

Daniels, Anson. Portrait of Holmes Ammidown. Thompson, Cephias Giovanni. "Portrait of bearded man." (Possibly Jacob or Manning Edwards.) Williams will search for any photos by which to identify the subject.

ADJOURNMENT: Next meeting, Thursday, September 17, 1998, at 4:00 PM, Rice Conference Room at the Town Hall.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
SEPTEMBER 17, 1998, 4:00 PM RICE CONFERENCE ROOM

ATTENDANCE: Mills, Dacoles, Gaine, Lenti, Morrill, Travinski, VanVooren, Williams.

SECRETARY'S REPORT: Dacoles moved and Morrill seconded to accept the minutes of the meeting of August 6, 1998. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Expenditures were for the museum pass to the Worcester Science Center, Rotary and community activities, the Summer Reading Club, and the portable "emergency" telephone.

BUILDING SUBCOMMITTEE: Lenti reported that in visiting the construction site, he was sick over the removal of the marble from the stacks, and the determination that the old shelving is obsolete and will not be reused. He was surprised that the site work is still removal, rather than building, since the contractor hopes to close off the building by winter. Lenti has put aside a set of the building plans for future reference.

Williams reported that a bid protest, filed with the Attorney general, was found in favor of the Town. This had been the cause of the delay in beginning construction. We have filed Monthly Reports and our first Request for Payment, in the amount of \$341,350.80, with the MBLC. The contractor, Colantonio, Inc., has "taken over" the building, including responsibility for our utilities accounts during construction.

FOJEL & FUNDRAISING: Williams wondered if we should accept the Friends of Jacob Edwards Library's offer to help pay for the groundbreaking, even though it was not the kind of "populist" event they had hoped for. Because it was held during school hours, no children were able to attend. Gaine pointed out this could be the first in a series of events. Mills said he would speak with Friends' president Carol Muschler about the costs of the food and tent, about \$400.

Mills voiced regret that Morrill and VanVooren had missed the group photo of the Trustees, which appeared in the paper. Lenti had hoped to receive additional event photos from The News photographer Michael Haran, in time for this meeting. Travinski mentioned that Don Cadoret had also taken photos. We could offer to pay his expenses for these, and then make sure to caption them, including "Not present," for purposes of historical record.

Lenti said the time is right to begin the next phase of fundraising. How can we get "everybody" involved? Travinski explained that as Executive Director of Tri-Valley Elder Services, she seeks additional funding on an ongoing basis, raising \$100,000 last year. "Definable events" seem best. Dacoles thought we should involve the children and the school system. Ideas included "a buck a brick," and "sign the beam."

FALL SCHEDULE: We have implemented a 50-hour per week schedule, a requirement for our State Aid, by returning to our familiar schedule of Monday & Thursday, 9 -8; Tuesday, Wednesday & Friday, 9 - 5; Saturday 9 - 1. This seems to be working out nicely. The Town is helping with security concerns, including installing "panic buttons" that link to the Police Dept. The Trustees asked Williams to pursue as much publicity as possible for the new hours.

PORTRAITS: Travinski had alerted Williams to the Ellis L. Phillips Foundation as a possible funding source for the cost of restoration. He will prepare a narrative grant proposal for their

January 1 grant round. Williams will ask Charlene Gravel of the Office for Planning and Community Development for other potential sources of funding.

CORRESPONDENCE: MBLC (Massachusetts Board of Library Commissioners) sent a new pamphlet "Emergency Assistance Program," and a checklist for disaster preparation for emergencies such as the water main break at Boston Public Library. Williams had planned to attend a workshop on this, but the Town Manager assured him that Fire Chief Laporte, as the Town's Disaster Coordinator, has the necessary know-how. The Trustees urged him to make sure the Chief understands our special needs. Gaine suggested we ask the Town Manager about insurance coverage in force to protect our collection, especially, the parts that are in storage.

MBLC also sent a draft "Report of the Task Force on Public Libraries and School Libraries." Public meetings will discuss their findings at Hatfield, 9/24; at Franklin, 10/7; and at Burlington on 10/15.

Massachusetts Historical Commission will hold its "Making Connections" conference in Boston, September 25. Cost is only \$25, but Williams will not be able to attend.

MBLC and MFOL (Massachusetts Friends of Libraries) have collaborated to make a series of "Continuing Education Offerings" available.

REPORT OF THE LIBRARY DIRECTOR: Our FY1999 "Annual Report Information Summary" report to the MBLC (a copy was included with the agenda) shows increased FY1998 circulation, compared to FY1997, in spite of 2 weeks closed and the dislocation of our move.

Library Page Sarah Thompson was hired August 31, to work in Children's Room after Nikki Dalton left for college. We have been seeking to attract applicants for "Adult Page," to work during school hours, again using free ads only.

John Lafleche has determined "Total Project Cost" for purposes of MBLC Grant reporting, as \$3,057,836. Future installments of multi-year pledges, and any additional funds raised, will be earmarked for equipment and furnishings. Dacoles expressed optimism that such funds will be significant, "Everyone in the community wants to be part of this library!"

Literacy Volunteers conveyed their frustration, at last night's LVS Board meeting, of the "loss of visibility" resulting from the move. Why didn't we, or the Town, put up a "Temporary Quarters - Literacy Volunteers" sign along with those for the library? Williams expressed regret that they feel forgotten, but the Trustees pointed out that although we recognize and "support" LVS as much as possible, they must still pay their own bills.

Henry Pena, who had been married to Children's Room Librarian Assistant Corinna Pena, died last night. He had been well known and respected in the community.

The first of three new computers, to be paid for by the Friends of Jacob Edwards Library, has been received and installed at the Circulation desk.

ADJOURNMENT: Dacoles moved and Gaine seconded to adjourn at 5:10 PM. Next meeting, Thursday, October 15, 1998, at 4:00 PM, Rice Conference Room at the Town Hall.

Respectfully submitted,

Harry R. Williams
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
OCTOBER 15, 1998 4:00 PM RICE CONFERENCE ROOM

ATTENDANCE: Mills, Dacoles, Gaine, Lenti, Morrill, VanVooren, Williams.

SECRETARY'S REPORT: Dacoles moved and Lenti seconded to accept the minutes of the meeting of September 17, 1998. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Expenditures were for the tent rental for the Groundbreaking, and for the portable "emergency" telephone. Mills suggested we call to see if a prepayment plan is available.

BUILDING SUBCOMMITTEE: Lenti reported that he has spent time visiting the contractor at the construction site. The elevator shaft hole has been dug and capped, and the excavations for footings will be done soon. The steel structure and floors will be up before winter, along with the roof, except for the finishing shingles. This will allow plastic "walls" to hold in heat and allow interior work to proceed through the winter. Masonry and brickwork will probably have to wait 'til spring. It is still possible to complete the building by the end of 1999.

Mills asked if any of the marble from the stacks would be used. Lenti replied that the architect has put aside enough pieces to work into the new entrance. Lenti invited the architect, who was at the site this afternoon, to join our meeting if time permitted.

FUNDRAISING: Lenti pointed out that the end of 1998 is approaching. How should we approach pre-year-end fundraising? We could create a formula by dividing the number of employees into major donations, to offer a target or challenge to other companies. There was some concern that the economy is slackening, and such numbers might alienate potential donors instead of motivating them. Lenti has a list of names from companies we need to approach. Mills said we should make a special effort to visit those who'd be hurt if not approached, and Dacoles added that this applies to small as well as large companies.

PORTRAITS: Williams had tried to contact Philip Klausmeyer at the Art Museum, for a progress report on the restoration work. Klausmeyer will return to work next week. Williams will prepare a narrative grant proposal to the Ellis L. Phillips Foundation, for funding this work, ahead of their January 1 grant round.

RECIPROCAL BORROWING: The full membership of C/W MARS voted, at their September 29 User's Council meeting, to require that, effective November 1, all member libraries use "reciprocal registration" for new patrons who already have cards from other member libraries. C/W MARS has begun negotiations with "iii," Innovative Interfaces, Inc., as a replacement for CARL Corp. as its provider of operating software. Long-term implications of such a change may include the need for more uniform loan policies among member libraries. In preparation for this, we had C/W MARS run a "Patron Purge" for all cards that expired in 1994 or earlier, without fines attached. This deleted 5,394 names of inactive registrants!

FINES & POLICIES IN GENERAL: Because of the study and committee work pursuant to the possible vendor change at C/W MARS, it might make sense to wait a bit longer before voting new fines or circulation policies. Meanwhile, staff are interest in setting up a committee to

review our overwhelming Policies & Procedures Manual, to create a principles-driven Policy Manual and a practice- (and often, a systems-) driven Procedures Manual or Handbook.

Mills commented that it benefits the staff to be "protected" by working with procedures that have the "imprimatur" of the Board, but that the document could use streamlining and updating. The Board approved of the concept of "carving out" two works from the one. The first step will be to identify which sections of the current Manual are policies, which procedures. Dacoles volunteered to help with this process.

TRUSTEE REVIEW & NOMINATING: Dacoles and Gaine have met to establish a starting point or planning for the future of the Board. Dacoles distributed copies of some pages from the Massachusetts Library Trustees Handbook, prepared by the Board of Library Commissioners and published by the Massachusetts Library Trustees Association. This discusses selection, appointment, qualifications and activities of Trustees, and provides suggested contents for an orientation kit for new Trustees. Dacoles suggested that this information could serve as a good starting point for developing the Policy Manual discussed above. Prior to next month's meeting, each Trustee will review that pages Dacoles had distributed, and Williams will gather similar information from other libraries and forward them to each Trustee.

MEETING SCHEDULE: When we moved to, and adopted the schedule of, Town Hall this summer, the Town Manager suggested we change our meeting day from Tuesday to Thursday, so we would not be "alone" in the building. It later became apparent that there is a potential for conflicts over use of the Rice Conference Room. Should our meetings revert to Tuesdays, or some other day? It was decided to continue meeting the third Thursday of the month, at 4:00 PM, in the Rice Conference Room if possible, or in an alternate location if necessary.

REPORT OF THE LIBRARY DIRECTOR: Adult Library Page Judith Pariseau will start working in Circulation October 19.

Children's Room Page Sarah Thompson suffered severe scalding burns and has been out of work for over two weeks.

Williams has applied to the Southbridge Cultural Council for \$6,000 to purchase the Grove's Dictionary of Art, an award-winning 34-volume set we could not otherwise afford. This led to a discussion of the future of books to be supplemented, but not displaced, by computers. At Town Engineer Hamer Clarke's suggestion, Williams attended the New England Library Association conference in Providence on October 5, and gathered information and ideas for equipment and furnishings.

November is Family Literacy Month. Williams met with the Family Literacy coalition and will coordinate with them, and with Mrs. White, to plan some multigenerational programs.

A placement specialist from the Center of Hope seeks to place a "volunteer" at the library. Is there a way to assure a positive outcome, or would the required supervision deflect staff time and energy from critical priorities? Williams will explore these questions with the agency, to see if a mutually beneficial placement can be arranged.

ADJOURNMENT: Dacoles moved and Lenti seconded to adjourn at 5:00 PM. Next meeting, Thursday, November 19, 1998, at 4:00 PM, Rice Conference Room at the Town Hall.

Respectfully submitted,

Harry R. Williams
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
NOVEMBER 19, 1998 4:00 PM RICE CONFERENCE ROOM

ATTENDANCE: Mills, Lenti, VanVooren, and Williams.

SECRETARY'S REPORT: Mills said Travinski had been at the previous meeting, but was not listed in the minutes. With this correction, Lenti moved and VanVooren seconded to accept the minutes of the meeting of October 15, 1998. So voted.

TREASURER'S REPORT: Dacoles was unable to attend, but provided a written report on the status of funds held locally. Edwards Trust income of \$10,006 will be used to fund the next semi-annual \$8,500 to the Town. Expended were \$10.41 for the mobile phone and \$25.02 for Children's Room program expenses.

BUILDING SUBCOMMITTEE: Lenti reported that the Clerk of the Works is on the job. The contractor reported to Lenti that the foundation is a first class job.

Trustees and Building Committee members had met with architect Richard Smith on November 5th to review color schemes. Smith recommends we visit some recently renovated libraries. Lenti thinks this is important. Mills agreed, and offered to drive up to five of us on December 3rd. All present were interested in going.

FUNDRAISING: Williams will write a letter that can be sent to potential donors. It will seek an appointment for committee members to explain the project, and remind recipients that their participation will be meaningful and important.

RECIPROCAL BORROWING: Margaret Morrissey attended a C/W MARS meeting on November 17, to discuss the long-term implications of developing more uniform policies among member libraries. Our staff is wrestling with resulting questions. Purging the records of patrons whose cards have expired will clean up the database. When such a patron presents their card, and the system says "no such borrower," we can treat them as a new borrower, limited to two items, to "protect" the collection. Or, we can prioritize "service first," welcome them back, and restore them to full privileges. Williams will encourage the service orientation.

FINES & POLICIES IN GENERAL: Dacoles and Compton have begun to review the Policies & Procedures Manual, to create a principles-driven Policy Manual.

PORTRAITS AND THE ART CENTER: Mills and Williams met QVCAH program director Sally Davol about a February display of portraits "before and after" restoration. Mills described a program that would begin with a presentation by Philip Klausmeyer of the Worcester Art Museum. We could hang the portraits currently in storage, awaiting restoration, along with those being restored now. Such a program would benefit the community by showing the public the state of the art of restoration. It could give publicity to the library and to Klausmeyer. It would let the public know that the portraits exist and are important, and that money is needed to restore them. VanVooren moved, and Lenti seconded, for the Trustees to "underwrite" this program up to \$200 for the expenses of preparing the display and hanging the portraits. So voted.

HARRINGTON MEMORIAL HOSPITAL: As Vice-Chairman of the Board of HMH, Mills attended the opening of the Center for Learning in the Health Education Resource Center. The Center staff referred Mills to Hospital Librarian Mary Ann Adams, as a source of information and assistance. Mills invited Adams to visit our library, and on November 17th, she met with Mills and Williams to explore opportunities for cooperation and collaboration to better serve the community. Mills and Williams will seek Hospital Administrator Richard Mangion's help in publicizing our services. Mills pointed out that this is an area where the availability of e-mail and Internet services can add excitement and freshness to the public's awareness of what libraries have to offer.

INTERNET EDUCATION: VanVooren suggested we offer some instruction or workshops in basic Internet searching. The Joshua Hyde Library has offered classes taught by a Nichols College professor. Perhaps we could find similar talent. Williams will check area colleges for such an expert. Mills suggested that Peter Nikolla of Beyond Software, our Internet service provider, might be able to set up the hardware that allows projection of a computer screen. This makes group instruction much easier.

SATURDAYS IN "HOLIDAY WEEKENDS": The Friday after Thanksgiving is a holiday, per the Town's Personnel by-law. Williams requests, and the Town Manager recommends, that we close Saturday, November 28, so all staff can enjoy a long weekend. This would correspond to our past policy of closing for the weekend when Christmas and New Years fall on a Friday (last page, section 6, Policies & Procedures Manual.) The Trustees noted that the staff had worked extremely hard this year, preparing for the move, and making the temporary library a success. They deserve special recognition, and the chance to have a long holiday weekend, and come back refreshed. This was unanimously agreed to. Williams will get out press releases, and put up signs, to inform the public of this schedule change.

CORRESPONDENCE: Our State Aid forms were submitted October 21st, and our monthly construction report for October was sent November 13th, to the MBLC. Copies of each are available.

Elizabeth Beard of Ohio, formerly of Southbridge and a member of the Dresser family, is donating \$5,700 to purchase a second microfilm reader/printer.

Charlton Board of Selectmen Chair Richard Kwiatkowski has requested Williams' suggestions for a capital campaign. They will be meeting in Charlton on November 23rd.

REPORT OF THE LIBRARY DIRECTOR: Adult Library Page Judith Pariseau started working October 19th. Children's Room Page Sarah Thompson has returned to work.

The Southbridge Cultural Council has declined to grant \$6,000 to purchase the Grove's Dictionary of Art.

For Family Literacy Month, Mrs. White scheduled a "PJ Story Hour."

ADJOURNMENT: VanVooren moved and Lenti seconded to adjourn at 5:00 PM. Next meeting, Thursday, December 17, 1998, at 4:00 PM, Rice Conference Room at the Town Hall.

Respectfully submitted, ,

Harry R. Williams
Clerk

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

DECEMBER 17, 1998

4:00 PM RICE CONFERENCE ROOM

This meeting followed a 3:30 meeting as the Building Subcommittee, attended by all:

ATTENDANCE: Trustees: Mills, Dacoles, Gaine, Lenti, Travinski, VanVooren; from Stahl Associates: Richard Smith, Ed Bourget; Town Manager Chandler and Librarian Williams.

SECRETARY'S REPORT: There were no questions or corrections to the minutes of the meeting of November 19, 1998. To allow for a thorough discussion of (and in effect, to continue) the Building Subcommittee meeting, most normal business was truncated.

TREASURER'S REPORT: No report.

BUILDING SUBCOMMITTEE: LIBRARY VISITS: Mills reviewed notes taken at visits to two libraries that were recently renovated by Stahl Associates. On December 3, Mills, Dacoles, Lenti, VanVooren and Williams went to Ipswich. The color scheme proposed for our main room works well. Either shelf end-panels or the shelves can be colored. Their interior stairway rails, elevator trim and baseboards are similar shades of gray. They create bulletin boards by covering shelf-ends with corkboard, and have Baby Changing Tables in each bathroom.

Moving on to Swampscott, we saw pipes and conduits "disappear" in a black matte ceiling in a basement stacks area. This was an example of a suggestion which initially went against the instincts of the staff, who were glad they had listened to Frank Adams when they saw how well it worked out. Their baseboard is blue as proposed for us. Their librarian thinks wood might be better. The handicraft area for Children's Room has a tile floor. A name-the-brick fundraiser created a patio outside Children's Room. Donors paid \$45-55-65 for 1-2-3 lines text. Both libraries kept up the hanging mats inside the elevators.

Swampscott's Meeting Room doubles as an Adult Basic Education classroom, and many programs, including a blood pressure clinic, are held there to increase attendance and circulation, which dropped after the renovation. Book Sale books are permanently shelved in the meeting room and the book sale is held there. We thought this might work in the Pioppi room. VanVooren noted Ipswich's great furniture; Dacoles recalled their many computers.

FURNISHING OUR PROJECT: Richard Smith said there is money in the project budget which could be used to hire an interior designer, or this could be performed by Stahl Associates, to select furniture and furnishings. Frank Adams did this for both of the libraries we had visited.

To go out on bid at the end of summer, we'll need to make our selections by early spring. We could also select shelving, office furniture, file cabinets, etc., from the State Bid List. Chandler asked if catalogs are available for State Bid List vendors. Smith thought Library Bureau, Systematics and Prison Industries have catalogs.

Our plan includes "zones," so that detailed wood shelves are specified for the main reading room, but steel shelves are planned for the 1966 reading room. This could be upgraded to nice wood shelving. Also planned to be steel are the end panels on the stacks throughout. Smith asked if we could afford wooden panels, at least for the stacks on the mezzanine that will be visible from the main reading room. Travinski suggested refinishing our existing library tables. This can be done by vocational schools or by Prison Industries. Smith recalled such a refinished table at Medfield. Smith and Williams will review shelving and special fittings needs.

Colors for railings, accents bath floors were reviewed. The bath tile proposed might be too pink with the cream colored walls. Light aspen or chestnut are possible alternatives.

PROGRESS: Chandler asked Smith to report on unexpected developments at the construction site. "Earth work" is 70% done. An area of bad soil was found and had to be replaced. A manhole thought to be serviceable had to be replaced. The problem of the mastic, stuck on the cement floors where carpeting was removed, remains to be resolved

FUNDRAISING: a Financial Update will be on the agenda for the next meeting.

POLICY MANUAL: Dacoles and Compton continue to review Policies & Procedures.

PORTRAITS AND THE ART CENTER: Mills and Williams will meet Philip Klausmeyer of the Worcester Art Museum next Monday to inspect the portraits currently in storage at SPD HQ.

FY2000 BUDGET PROPOSAL: Mrs. Chandler requested Department Heads to submit proposals by January 11, 1999. Williams will propose additional equipment, a full-time custodian, more money for books and materials, and sufficient staff to increase to 50 hours.

MEETING DATES: We will meet during 1999 in the Rice Conference Room, at 4:00 PM. Meeting dates will be January 21, February 18, March 18, April 15, May 20, June 17, September 16, October 21, November 18, and December 16. Williams will notify Town Clerk.

CORRESPONDENCE: MBLC announces our FY99 State Aid will be \$23,615.12.

J. Lafleche will help Williams submit an E-Rate application to the School & Libraries Corporation, for 20-90% savings on telecommunications cost.

Roger Williams Park Zoo offers a Library Pass. Patrons pay \$1.75-\$3.00, cost \$45.00.

Solicitation of S. Fossler Company suggests: Celebrate your 85th Anniversary in 1999.

Letter sent to Gregor Trinkaus-Randall, MBLC, thanking for datalogger service.

November Construction Report sent December 9th to MBLC, a copy is available.

REPORT OF THE LIBRARY DIRECTOR A fundraising letter was sent to 15 companies, a sample and list of recipients is with the agenda. A gift from William Bouvier (\$100, match from Norton Company to follow) brings total pledged to \$554,015, with \$211,932 already collected.

Senator Moore filed A Bill to Increase State Aid to Public Libraries, with many co-sponsors. Williams attended Oxford Public Library groundbreaking December 15, discussing with Sen. Moore and MBLC Commissioner Bertorelli their proposals for additional funding.

Our public use photocopier needs frequent service, and the coin box has stopped functioning. Williams will include a new machine in the budget proposal.

Library Staff each viewed a video on sexual harassment November 24th, and received a copy of town's Sexual Harassment Policy. A copy is with each agenda.

ADJOURNMENT Next meeting Thursday, January 28, 1999, at 4:00 PM, Rice Conference Room at the Town Hall.