

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

JANUARY 28, 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, Morrill, VanVooren; from Stahl Associates: Richard Smith, Ed Bourget; Town Manager Chandler and Librarian Williams.

SECRETARY'S REPORT: VanVooren moved, and Morrill seconded, to accept the minutes of the meeting of December 17, 1998. So voted.

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

BUILDING SUBCOMMITTEE: The committee made their final selections for a color scheme. Trim will be dark green instead of rust red, with matching low-glare countertops. Floor tile in the baths will be light aspen. Desks will be a stained wood matching those at the Malden library. Main color and contrast color may be inverted away from the Main Reading Room.

Architect Smith pointed out that the furniture proposal is three years old, so dollar amounts will need to be updated. He displayed an economical "Lombard chair," and suggested we try to upgrade our plan to include wooden rather than metal shelving in the 1966 reading room. Williams will review with Raymond Taylor of the Library Bureau our furnishings proposal to get an idea of actual costs and see how much is left in the budget for upgrading. Mills asked Smith to please make a wish list of items we would like to be able to buy, and a checklist of steps we need to take to make our choices.

Chandler informed us that "surprises" uncovered in our old building necessitated change orders with associated cost factors. Lenti asked if the number of change orders was high, and unduly costly. Bourget said that for a project this size, the number of change orders is typical. We have incurred contingencies of 1.6% on completing 30% of the construction. Since the allowance for the project is 5%, this is just about right.

Bourget said the steel will be delivered early next week, and nearly the whole "skeleton" of the building should be completed by week's end. Williams reported that Patience Jackson of the MBLC (Massachusetts Board of Library Commissioners) visited the temporary quarters and the construction site on January 25, and was pleased with our progress.

FUNDRAISING: Letter-writing efforts in December brought new pledges from McGrath-Burnham Insurance and Southbridge Sheet Metal. FOJEL, (Friends of Jacob Edwards Library) donated \$2,650. So far \$307,922 has been received from pledges totaling \$561,580.

FY2000 BUDGET PROPOSAL: Williams' Initial Budget Request is \$332,470, which would provide three additional computers, one each of PAC, Internet and Staff computers, a new photocopier, a full-time custodian, more money for books and materials; and two part-time assistants to open four nights and all day Saturday.

PORTRAITS AND THE ART CENTER: Philip Klausmeyer, paintings conservationist at the Worcester Art Museum, will speak about portrait restoration 2/14/99. David Brigham, curator of American art at the Worcester Art Museum, will discuss the significance of portraits 2/21/99. Each presentation is Sunday afternoon at 2:00 PM, with the gallery open 1:00 - 4:00.

Historical Society members are writing biographies of portrait subjects. The subject of the painting on wood is Samuel Hartwell. Jay Cantor of Woodstock, CT, is updating his 1987 appraisal, done for Sotheby's, of the Alexander "Globe Village" landscape. Lenti wondered if the (copy of the) companion painting could be borrowed from Old Sturbridge Village, but it was decided that this would not be practical.

Bouvier Insurance can arrange coverage annually or monthly. Gaine suggested Williams check with Finance Director Lafleche, to see if coverage could be provided by the Town's insurer at a better price. The Trustees agreed that the paintings should be insured. Mills said the Art Center will be installing a new security system before our exhibit, and we are exploring ways of protecting the landscape. The Art Center is evaluating David Brigham's idea of mounting Plexiglas to the wall so that it covers both canvas and frame. If we implement this idea, we should plan to bring the "cover" back to 236 Main Street for permanent protection.

The first promotional article about the exhibit was published this week. The Art Center will have about a week and a half to set up the display, eight days to exhibit. The Trustees will pay the cost of refreshments. Dacoles offered to arrange this with the Art Center. Williams applied to the Ellis L. Phillips Foundation for a grant to restore the other portraits and the maps.

CORRESPONDENCE: MBLC requests support for their Legislative Initiatives to: increase State Aid, fund library construction, serve blind & handicapped residents, and update automation.

Richard Smith announces that Stahl Associates is joining Burt Hill Kosar Rittelmann Associates. This will have no impact on our project or working relationship.

REPORT OF THE LIBRARY DIRECTOR The C/W MARS system cutover from CARL to iii (Innovative Interfaces, Inc.) operating system will take about two weeks late this summer. This will create a windows- and internet-based system accessible from home by our patrons.

Literacy Volunteers needs a Secretary, Williams considering accepting the nomination.

Friends of Jacob Edwards Library have begun their 1999 membership drive, and are publicizing the portraits program to their mailing list.

While inspecting portraits at the Police Headquarters with members of the Historical Society, Williams located the boxes of books that were supposed to be sent to the Town Hall.

The Public Works Department installed two space heaters to improve the circulation area, which had no heat, as it had been a hallway.

The new microform reader-printer, donated by Elizabeth Dresser Beard, has been delivered and installed.

Norton Company would not match Bill Bouvier's gift because we do not have an IRS "Determination Letter." It was suggested Williams advise him that the Friends' do qualify.

ADJOURNMENT Next meeting Thursday, February 18, 1999, at 4:00 PM, Rice Conference Room at the Town Hall.

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

FEBRUARY 18, 1999

4:00 PM in the RICE CONFERENCE ROOM

ATTENDANCE: Lenti, Gaine, VanVooren and Williams.

CHAIRMAN: Lenti chaired the meeting in Mills' absence. As we had no quorum, all votes taken were advisory in nature, pending approval by a majority of the Board.

SECRETARY'S REPORT: VanVooren moved, and Gaine seconded, to accept the minutes of the meeting of January 28, 1999.

TREASURER'S REPORT: Dacoles was unable to attend, and left a report on the status of funds held locally. We received \$3,000 from the Wells Foundation for Story Hours and \$51.04 in interest. Insurance bond expense was \$150, the cell phone (for security) expense was \$20.81 and a memorial book was purchased with \$12.51 from the Gift Account. We will need to pay Philip Klausmeyer for restoring the portraits, when we receive his bill.

BUILDING SUBCOMMITTEE: Lenti reported that progress can be seen every day now. There are plumbers and boiler workers on site. Steel fabricators have erected the "frame" and are doing decking and welding. The lower section of the existing building is being divided for partitions. Lenti had the impression from Colantonio that he was "amazed at" the number of change orders.

There had been a small "barrel vault" downstairs, but it would be too costly to restore. Colantonio is agreeable to tours by staff and Trustees, but scheduling is difficult. Williams met Ray Taylor of Library Bureau for a preliminary discussion of furniture. Lenti wondered if, like Swampscott, we might have an accordion door to divide the Pioppi room for multiple meetings. Don Cadoret's color photos of the steel being erected were shown at the meeting.

FUNDRAISING: Letter-writing efforts in December brought new pledges from McGrath-Burnham Insurance and Southbridge Sheet Metal. FOJEL, (Friends of Jacob Edwards Library) donated \$2,650. So far \$307,922 has been received from pledges totaling \$561,580.

FY2000 BUDGET PROPOSAL: FY2000 BUDGET PROPOSAL: Williams is waiting for an initial meeting to review his Initial Budget Request of \$332,470 with Town Manager.

PORTRAITS AND THE ART CENTER: Philip Klausmeyer spoke about portrait restoration on February 14th. The exhibit will be open 1 – 4 PM on the 20th, and David Brigham will discuss the significance of portraits on the 21st. 171 invitations were mailed and attendance at the first program was satisfying. Dacoles coordinated refreshments

with Sally Davol of the Quinebaug Valley Council for the Arts & Humanities. This morning we received from Jay Cantor of Woodstock, CT, his updated appraisal of the Alexander "Globe Village" landscape, and he has doubled the valuation to \$250,000. Insurance for our art works is provided by the Town. It is on display at the Arts Center, with stanchions in front. Williams has applied to the Ellis L. Phillips Foundation for a grant to restore the other portraits.

POLICIES REVIEW: A draft proposal of a new Jacob Edwards Library Policy Manual, as prepared by Dacoles and Compton, was distributed for review at a future meeting. VanVooren asked if flowers had been sent to Dacoles, and Williams said he would arrange for flowers to be sent to her home, with a get well card.

SUMMER READING CLUB: Mrs. White has requested that the Trustees again provide funding for "goodies" and entertainment (both of which are excluded from our operating budget). Williams thought we had allocated \$500 last year, and VanVooren moved to match that amount. This was voted by those present, to be confirmed by vote of a majority of the Board.

CORRESPONDENCE: MBLC again reminds us State Aid standards must be met, even during renovations, as a condition of our construction grant contract. (We meet all requirements.)

Mass. Library Association Library Legislative Day at State House, begins 4PM on Wed., April 7. A bus will leave from Palmer at 12:40 PM, stop at CMRLS HQ, Shrewsbury, 1:50 PM.

REPORT OF THE LIBRARY DIRECTOR: Publicity has been a frustrating issue, as the Sturbridge Library receives so much coverage that even patrons have noticed. Lenti suggested we need to "hand feed" information to the media.

All of the Town departments have been very helpful and cooperative as we prepared for the portraits exhibit. The Police have been protective of our historical materials, yet flexible in providing access for us. The Town Manager even arranged for Williams to use the Building Inspector's truck to transport Ammidown portrait frame to Art Museum.

ADJOURNMENT Next meeting Thursday, March 18, 1999, at 4:00 PM, Rice Conference Room at the Town Hall.

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

MARCH 18, 1999

4:00 PM in the RICE CONFERENCE ROOM

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

SECRETARY'S REPORT: VanVooren moved, and Lenti seconded, to accept the minutes of the meeting of February 18, 1999.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Our only large expenditures were \$3,690 to Philip Klausmeyer for restoring the portraits, and \$410 to the Worcester Art Museum, for use of their lab to do the work.

BUILDING SUBCOMMITTEE: Lenti reported that the building has begun to look "impressive." He has given a couple of tours for staff and Trustees. We will try to set up an evening or weekend tour for Friends' president Muschler and for those Trustees who work during weekdays. We will have to arrange to get the tables from the meeting room used by the School Department, so they can be restored.

FUNDRAISING: New donations include \$1,500 from Boniface Tool & Die, toward a \$3,000 pledge, and an additional \$1,000 from the Straetz Foundation at the request of Mr. & Mrs. Ted Ashton. Several donors have sent second or third installments. So far we have received \$376,122 toward total pledges of \$565,630.

FY2000 BUDGET PROPOSAL: The Town Manager agreed to increase the book budget by \$1,000. She wants to postpone encumbering money for additional staff and equipment until the library opens. She has promised to submit a supplemental appropriation for whatever funding will be needed to complete the fiscal year, as she is not certain how far into the year we will be able to open the renovated and expanded library. Her proposed budget is \$278,431, which is a decrease of \$2,753.

PORTRAITS AND THE ART CENTER: The exhibit was open from 1- 4 PM on February 20th. David Brigham lectured on the significance of portraits on the 21st. Patience Jackson of the MBLC attended the Brigham lecture with her husband. The Ellis L. Phillips Foundation has declined to fund the restoration of the remaining portraits.

FRIENDS OF JACOB EDWARDS LIBRARY: The annual meeting of the Friends group is tentatively scheduled for Wednesday, April 21st, at The Arts Center at 7:00 PM. Mills reported that he had discussed with president Muschler having a program about furnishing the library.

POLICIES REVIEW: A draft proposal of a new Jacob Edwards Library Policy Manual, as prepared by Dacoles and Compton, was distributed for review at the next meeting. Dacoles explained that the Policy Manual would have newer wording, and a Procedure

Book will contain operating procedures. We will send a set of the proposal and the handouts for today's meeting to Gaine, so he can read them before the April meeting.

SUMMER READING CLUB: Last month when we discussed Mrs. White's request for funding, Williams thought we had allocated \$500 last year. VanVooren moved to match that amount, and those present voted "provisionally" to do so, pending confirmation by vote of a majority of the Board. We actually provided \$550 last year, and Williams asked if the Board would approve that amount. Dacoles moved and VanVooren seconded \$550 for this purpose, and it was voted unanimously.

PUBLICITY: Mills noted that the Southbridge News had included a list of our new acquisitions, and urged we try to provide the media with plenty of press releases. Lenti spoke of the need to increase awareness of the services we provide; that there is more to librarianship than just checking out books at the counter.

CORRESPONDENCE: MBLC publications include The FY1997 Municipal Pie... What's Your Library's Share? And the FY1998 Massachusetts Public Library Data Reports, with volumes of Financial Statistics; Circulation and Services; and Personnel: Education and Staffing. Statistics taken from these volumes were attached to the agenda, comparing our funding and staffing to the statewide average as well as to Duxbury, Ipswich, Swampscott, Holden and Sturbridge. There is a strong correlation between funding and circulation. Our expenditures per capita were lowest of the group, and so was our circulation and holding per capita.

The Massachusetts Library Association's Library Legislative Day at the State House begins at 4PM on Wednesday, April 7th. A bus will leave from the Palmer Library at 12:40 PM, and stop at the Central Mass. Regional Library System headquarters in Shrewsbury at 1:50 PM.

REPORT OF THE LIBRARY DIRECTOR: The Town Manager has authorized the purchase of a new photocopier this year with funds we had budgeted for electricity.

The Town Manager suggested we use the park next to the Fire Station, instead of the Town Hall lawn, for the children's Easter Egg Hunt, April 2nd. She allayed our safety concerns by arranging a Police escort for the children to cross the street.

The final session of AARP/LVS senior tax preparation assistance was today. The AARP volunteer had some logistical problems but were able to help solve them.

ADJOURNMENT: Next meeting Thursday, April 15, 1999, at 4:00 PM, Rice Conference Room at the Town Hall.

**TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES**

APRIL 15, 1999

4:00 PM in the RICE CONFERENCE ROOM

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

SECRETARY'S REPORT: Lenti moved, and VanVooren seconded, to accept the minutes of the meeting of March 18, 1999. So voted.

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

BUILDING SUBCOMMITTEE: Lenti reported that the building looks "inspirational!" He and Morrill toured it recently, and particularly admired the barrel vault ceiling. The cement flooring for the lower level is coming soon, and insulated ductwork is in place.

FUNDRAISING: Larry Morrison is arranging a publicity photo in which Southbridge Credit Union CEO Tom Smalarz will present the second installment of their pledge. Gaine suggested we sit down with Morrison for fundraising and publicity ideas. Lenti and Dacoles discussed approaching Aearo Company about pledging \$100,000 over three years to take care of all of our computer needs.

FY2000 BUDGET PROPOSAL: The Education & Human Services subcommittee of the Town Council reviewed the Town Manager's proposal on April 7th. She told them she intends to submit a supplemental appropriation for whatever funding will be needed to complete the fiscal year, once we know how far into the year we will open the renovated and expanded library.

Her original total, reported last month, was \$278,431, a decrease of \$2,753. This had been adjusted to reflect a 3% raise for all permanent staff, for a total of \$285,081, an increase of \$2,897.

PORTRAITS AND THE ART CENTER: We will need to explore alternative sources of funding the restoration of additional paintings. The Ellis L. Phillips Foundation has declined to fund the work on the remaining portraits. Mills suggested we approach the Friends for such support.

FRIENDS OF JACOB EDWARDS LIBRARY: The annual meeting of the Friends group will be held on Wednesday, April 21st, at The Arts Center at 7:00 PM. Mills reported that he had discussed with president Muschler having a program about furnishing the library. Gaine suggested we bring the color chart prepared by the architect so that the Friends can see our decorating scheme.

POLICIES REVIEW: Gaine moved, and Lenti seconded to adopt the draft proposal of the revised Jacob Edwards Library Policy Manual, as prepared by Dacoles and Compton, which was distributed for review at the last meeting. Mills added that this action was taken with thanks and great gratitude to Compton and Dacoles for their work on this.

PUBLICITY: Lenti said when we return to the library building we will need to publicize the "many things that all libraries do," in addition to circulating books.

CORRESPONDENCE: MBLC Notes has interesting "Fast Facts" on page 3.

The MBLC Disaster Preparedness workshop in Spencer conflicts with our June 17th meeting. It was decided to reschedule the meeting to June 24th so he can attend.

REPORT OF THE LIBRARY DIRECTOR: Williams gave a tour of the construction site last Saturday for FOJEL president Muschler and for secretary Proulx and her husband.

The CD-ROM computer purchased in September via C/W MARS had a hard drive crash. Williams removed and shipped it to the (bankrupt) vendor for repair.

We have had a trial of a new photocopier, with a coin mechanism still to be installed. Library and LVS staff are to make "office copies" on the old machine, which is in the technical processing office.

Travinski, White and Williams participated earlier today in the "Reach Out and Read" program at various schools.

The Brimfield Library has been recertified by the MBLC.

ADJOURNMENT: Morrill moved and VanVooren seconded to adjourn. The next meeting will be Thursday, May 20, 1999, at 4:00 PM, Rice Conference Room at the Town Hall. Meeting adjourned at 4:25 PM.

**TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES**

MAY 20, 1999

4:00 PM in the RICE CONFERENCE ROOM

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

SECRETARY'S REPORT: Dacoles moved, and Lenti seconded, to accept the minutes of the meeting of April 15, 1999. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Major expenditures were \$3,690 to Philip Klausmeyer for restoring the portraits, \$410 to the Worcester Art Museum, for use of their lab to do the work, and \$368 for books.

BUILDING SUBCOMMITTEE: Lenti reported that the committee is enthusiastic and the building is wonderful. The progress on the project is well organized.

FUNDRAISING: Lenti noted with regret that the acquisition of Fleet Bank by BankBoston will change its nature as a "local company."

PORTRAITS AND THE ART CENTER: Mills and Williams are exploring printmaking options for the Globe Village painting. Mills gave Williams some information on having such work done, along with the advice of the Worcester Art Museum to "take it easy." Their experience is that it is easy to produce more reproductions than is justified by the "market."

Mills reported that Ms. Shirley Edwards of Miami has a portrait of "our" Jacob Edwards, which would be a wonderful addition to our portraits collection. Mills extended an "informal invitation" to the Edwards family to participate in the Grand Opening.

FRIENDS OF JACOB EDWARDS LIBRARY: At the annual meeting of the Friends group on April 22, ideas for our "Grand Opening" included a "fireman's carry," in which the whole town might carry books back to the library from Town Hall. We could have a two-day Gala weekend opening, with music and other activities.

Trustees at the meeting included Lenti, Mills, and VanVooren. Williams had presented the color scheme for the library to those attending the meeting. One of the Trustees noted that the color board contained the rust trim color originally proposed by the architect, which had been changed by the building committee. Williams will make sure the change has been noted.

The FOJEL Bake sale, part of the Community Yard Sale at the Arts Center on May 15th earned \$250.

SUMMER HOURS: Compton will be on leave for 12 weeks beginning June 14. We usually close on Saturdays during July and August. The Town Manager supports Williams' suggestion of closing on Monday nights during the summer, but is open to the input of the Trustees.

Williams proposed three options, recommending the second, which would make the library's schedule the same as that of all the town offices.

OPTION 1: Monday – Wednesday, 9 – 5; Thursday, 9 – 8; Friday 9 – 5. 43 hours/week.

OPTION 2: Monday – Wednesday, 8 – 4; Thursday, 8 – 8; Friday 8 – 12. 40 hours/week.

OPTION 3: Monday – Wednesday, 9 – 5; Thursday, 9 – 8; Friday 9 – 12. 38 hours/week.

The Board voted unanimously to adopt Option 2, and instructed Williams to publicize it.

CONTINUING EDUCATION REIMBURSEMENT: Morrissey has completed a Microsoft Office course at Bay Path and requests reimbursement per our Policy Manual. She has submitted copies of her course completion certificate and a canceled check to the school for \$120.00.

The Board voted unanimously to pay this expense. They further instructed Williams to make sure all staff members are aware of this opportunity, and encourage participation, with the proviso that the Board should pre-approve a course for which reimbursement will be sought.

SAMANTHA BAKER: Mills reported that Library Page Samantha Baker had been awarded the Arthur Proulx Scholarship at yesterday's meeting of the Southbridge Rotary Club. Williams will draft a letter of congratulations from the Board.

REPORT OF THE LIBRARY DIRECTOR: Williams presented a "Build the new library" project May 15th at the West Street School "Make-It, Take-It" Science Fair.

The American Library Association presented a workshop at the Milford library yesterday, which introduced their Planning for Results tool. This updates the Planning and Role-Setting for Public Libraries process which the Board and Mr. Latham had used in the late 1980's. This new process seeks to determine priorities based on the community's perception of its own needs, rather than "imposing from above" our service goals and priorities. Williams will have more details at the next meeting.

ADJOURNMENT Dacoles moved and VanVooren seconded to adjourn. The next meeting will be Thursday, June 24 (changed from June 17, so Williams can attend a meeting) at 4:00 PM, in the Rice Conference Room at the Town Hall. Meeting adjourned at 4:45 PM

Respectfully submitted,
Harry R. Williams, Clerk.

**TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES**

JUNE 24, 1999

4:00 PM in the RICE CONFERENCE ROOM

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

SECRETARY'S REPORT: VanVooren moved, and Lenti seconded, to accept the minutes of the meeting of May 20, 1999. So voted.

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

BUILDING SUBCOMMITTEE: Library Bureau developed an updated proposal for all the shelving, wood and lounge furniture and chairs called for in our plans. They provided the steel shelving in the temporary quarters. This gives us a starting point for planning and budgeting, even if we do not use the same vendor for all of our furnishings.

Mills pointed out that proper furnishings could achieve the ambiance we have tried to establish with color choices, architectural details, and restoring the arched ceiling.

Our Request for Payment #2 was sent to the MBLC on June 4th, so we can receive an additional \$341,351 from the State, now that our project is 50% complete.

FUNDRAISING: Lenti expressed a desire to raise an additional \$100,000 for new computers throughout the library. Williams reported that "second installments" on three-year pledges have been coming in on schedule.

POLICY REVIEW: Proposed contents of Jacob Edwards Library Policy Manual Draft developed by Dacoles and Compton were compared to the order of components of the Jacob Edwards Library Policy and Procedures Manual. Mills remarked that even with the procedural details excised and put into a staff manual, the Policy Manual will remain a living document, subject to periodic review and updating. Travinski suggested that samples of all forms be kept as appendixes in the back of the volume. This will be done.

INTERNET ACCESS POLICY: There has been some discussion both locally and nationally about Public Library Internet access, especially concerning children. The Trustees adopted a resolution with four points. 1) We share the public's concerns for children, the dangers of pornographic and violence oriented websites, and for the public's freedom of information. 2) In the short term, while we have only one Internet access computer that is in the adult room, we will continue heavy monitoring of the use of that computer. 3) When we return to our permanent quarters and have additional computers, those which are dedicated to use by children and young people will have blocking software filters installed, and we will also continue heavy monitoring of the use of all Internet access computers. 4) In addition to these measures, we will require all patrons under 18 years of age to have a permission slip signed by their parents in order to use our computers to access the Internet.

PORTRAITS AND THE GLOBE VILLAGE PAINTING: No report.

TEMPORARY QUARTERS ANNIVERSARY: The Trustees agreed to sponsor a party to thank the Town Hall staff for making us feel so welcome here. It was voted to spend up to \$200 for an "Ice Cream Sundae" or pastry party.

VIDEO GAMES: A young man named "Kyle" indicated he might offer to donate a Sega machine and some game cartridges, so that other children could use it to play in the library, if we would accept it. It was decided to decline such a gift.

TRUSTEE EMERITUS: It was decided that there should be a category of "Trustee Emeritus." This would be appropriate for an individual who is "retired" from active service on the Board, but would be invited to official affairs. Twenty years of service would be a reasonable guideline, but the designation would be by the Board, and not "automatic." Those so designated could be honored with a special plaque, and perhaps with a social affair at an appropriate location at the time of the designation.

JILL COMPTON: The mother of Reference Librarian Compton, who is on emergency family leave, died recently. The Trustees voted \$50 to send flowers.

CORRESPONDENCE: MBLC sent their Fiscal Year 1998 Annual Report, also Summary Tables and Graphs, and Rankings Report and reports in map format.

The U.S. Department of Education, National Center for Educational Statistics, sent Measuring Inflation in Public Libraries.

"Filtering Facts," in Oregon, sent "formal request for release of library records... of any complaints... or incident reports about patrons accessing pornographic or sexually explicit material on public Internet terminals." We have had no complaints or incidents.

REPORT OF THE LIBRARY DIRECTOR: The Town Manager authorized the purchase of two new computers this year, so we can meet new C/W MARS specifications. This was funded by a transfer of money saved because we are in the Town Hall.

Library Page Samantha Baker is webmaster for our new "Geocities" Internet home page. This is linked to our "official" Town of Southbridge web page, provided by Peter Nikolla, and allows us to update information easily. Williams had sent a letter of congratulations from the Board to Baker, who was awarded the Arthur Proulx Scholarship by the Southbridge Rotary Club, following last month's meeting.

Williams prepared an MIIA Loss Control Grant for equipment to improve Police Station security. Next year he will apply for funds to enhance security at the renovated library.

The Bousquet Family of Country Club Place donated a book, Saved by Soup, by Judith Barrett. A thank you card was sent.

ADJOURNMENT Travinski moved and VanVooren seconded to adjourn. The next meeting will be Thursday, September 16th, at 4:00 PM, in the Rice Conference Room at the Town Hall. Meeting adjourned at 4:45 PM.

Respectfully submitted,
Harry R. Williams, Clerk.