

HW's original for minutes

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING AGENDA
SEPTEMBER 16, 1999

CALL TO ORDER 4 PM PM Present: PM, RL, M, V, P, D

REPORTS

CHAIRMAN:

SECRETARY: Minutes from meeting of June 24, 1999. M, W, V in _____ 2

TREASURER: 8/99 35,480.24 Party - summer rdg - Party
w/ M certiorum books
Sabbath - border asove \$350 -

BUILDING SUBCOMMITTEE: } RL - architect was here today

FUNDRAISING: RL - work by contractor wonderful

OLD BUSINESS - 4th Quarter 99 - need seek pledges \$350,000 more!

PORTRAITS AND THE GLOBE VILLAGE PAINTING: Jack Larkin's book, The Reshaping of Everyday Life, 1790-1840 is being published in Japan. They would like to use the Globe Village painting on the cover, and will probably be offering a small stipend to do so.

TEMPORARY QUARTERS ANNIVERSARY: Party on August 10 well attended by Town Hall staff, some Trustees and Councilors, and the press.

TRUSTEE EMERITUS: (RL recalls plaque) - PM hands mic at outset but later becomes awkward. Perhaps mic better appropriate.

OTHER OLD BUSINESS:

NEW BUSINESS

CORRESPONDENCE: Jacob Knight Memorial Committee requested display during summer. MFOL/MLTA Joint Conference in Marlborough, Saturday, October 30.

OTHER NEW BUSINESS:

REPORT OF THE LIBRARY DIRECTOR : Town Hall closed Tuesday morning, Sept. 14, for the funeral of Richard Mrazik, husband of Town Collector Regina Mrazik. Williams attended the wake but kept the library open on Tuesday.

We have been awarded a grant from the National Foundation for the Humanities to provide a reading and discussion program for adults next summer, Williams applied for a \$500 grant for materials in Spanish.

Personnel changes: Resigned: Jill A. Compton, Sara Thompson, Samantha Baker. Promoted: Corinna Pena. To be hired: Emi Jachimczyk and someone for Ms. Pena's position.

ADJOURNMENT: Next meeting Thursday, October 21, at 4:00 PM, Rice Conference Room at the Town Hall.

_____ 2 _____ PM

* Instruct bridge
Soccer - photo
asked to pay
Wed - meet
Stop - N - Shop
Small Recycling
Pie One

PM - *
just say thank you

AC - fundraise
current donors need know we approached other
update producers - designate areas / furnish
for donors to designate
computer station

Ray has long list of potential donors - need help
make a mailing

PM

Memo - need letter from board to M & S
★ tables came from J & L, are would appreciate
their return!

dir of WIS for computer etc

Need recognize PM's long-term service ★
Emmett acknowledge his completion of his term of service.
much appreciated.

Look forward to you being w us @ grand opening.
if you are able to travel
is certainly we'd be glad to visit you w/ need.
as all the who have left us - you'll be an invitation list
you'll be joining our date group (former Trustees)

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

SEPTEMBER 16, 1999

4:00 PM in the RICE CONFERENCE ROOM

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

SECRETARY'S REPORT: VanVooren moved, and Lenti seconded, to accept the minutes of the meeting of June 24, 1999. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Recent expenditures included the parties for the end of the Summer Reading Club and the Temporary Quarters Anniversary, passes for the Worcester Art Museum and the Ecotarium, and Rotary expenses. The Southbridge Youth Soccer Association donated \$350 for coaching materials. It was agreed that this donation presents an excellent promotional "photo opportunity."

BUILDING SUBCOMMITTEE: Lenti reported that the architect was in town today, and that the contractor's work was wonderful. Acting Town Manager Stevens met with Williams, DPW Director Hamer Clarke (who is functioning as our Clerk of the Works) and Finance Director Lafleche on August 31, and agreed to contract with our architects for additional design services. This will help us in furnishing and equipping the library. Stevens and School Superintendent Austin each agrees that the tables in their respective offices belong to the library, and that we should reclaim them for use in the renovated reading room. Williams will write on behalf of the Trustees, documenting our ownership and formally requesting the return of the tables.

FUNDRAISING: Lenti said that during the fourth quarter of 1999 we should seek pledges for an additional \$350,000. "Our current donors need to know that we have approached others." It is time to update our brochures, indicating rooms, or furnishings or equipment, such as computer stations, that donors could designate for their gifts. Lenti has a long list of potential donors, and just needs help to create a mailing.

PORTRAITS AND THE GLOBE VILLAGE PAINTING: Jack Larkin's book, The Reshaping of Everyday Life, 1790-1840 is being published in Japan. They would like to use the Globe Village painting on the cover, and will probably offer a small stipend to do so.

TEMPORARY QUARTERS ANNIVERSARY: The party on August 10th was well attended by Town Hall staff, Trustees and Town Councilors, and the press.

TRUSTEE RETIREMENT: It was decided that creating a special status or designation such as "Trustee Emeritus" sounds like a nice idea, but is not as elegant as an appropriate letter of appreciation to a retiring Trustee. We will write to Daniel W. Morrill "To thank you for twenty years of service, and to recognize your completion of your term of service on The Board of Library Trustees." The letter will point out that the list of our former Trustees is an honorable one, an elite group in our community. We will remind Dan that he, and all the Trustees who have left us, will be on the invitation list for all future social gatherings, and that we particularly look forward to his being with us at the Grand Opening when the library returns to its renovated and expanded home at 236 Main Street.

CORRESPONDENCE: The Jacob Knight Memorial Committee requested permission to display some art here during the summer. When they learned the limitations of our temporary quarters they withdrew the request.

The MFOL/MLTA Joint Conference will be in Marlborough, Saturday, October 30. This is the Massachusetts Friends of Libraries and the Mass. Library Trustees Association.

REPORT OF THE LIBRARY DIRECTOR: The Town Hall closed Tuesday morning, September 14th, for the funeral of Richard Mrazik, husband of Town Collector Regina Williams. Williams attended the wake on Monday evening but kept the library open on Tuesday.

We have been awarded a grant from the National Foundation for the Humanities to provide a reading and discussion program for adults next summer. "The Ends of Civilization: Taking Stock on the Eve of the Millennium" will begin May 29 and end July 24, 2000. The Foundation will provide all the books (30 each of 5 titles) and all publicity materials.

Williams applied to the REFORMA organization in Hartford for a \$500 mini-grant for materials in Spanish.

There have been many personnel changes since the June meeting. Adult Services Librarian Jill A. Compton, and Library Pages Sara Thompson and Samantha Baker have resigned. Circulation Librarian Margaret Morrissey has been promoted to the Adult Services position, and Children's Librarian Assistant Corinna Pena has been named to begin the Circulation position next week. We have hired Theresa St. George and Emi Jachimczyk as Pages, and are still seeking an "adult Page" to work mornings, as well as a Librarian Assistant to replace Ms. Pena's in the Children's Room.

ADJOURNMENT: Acting town Manager Stevens joined us to announce that, due to Hurricane Floyd, the Town Hall would close at 5:00 PM instead of remaining open until 8:00 PM. It was agreed that the library should follow this example, and that we should adjourn as quickly as possible. Dacoles moved and VanVooren seconded to adjourn. The next meeting will be Thursday, October 21, at 4:00 PM, in the Rice Conference Room at the Town Hall. Meeting adjourned at 4:35 PM

Respectfully submitted,
Harry R. Williams, Clerk.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING AGENDA
OCTOBER 21, 1999

CALL TO ORDER

REPORTS

CHAIRMAN:

SECRETARY: Minutes from meeting of September 16, 1999.

TREASURER:

BUILDING SUBCOMMITTEE: Sept. 30 tour of library with Town Council nicely publicized in The News. Letter to Acting Town Manager documented our ownership of the library tables, and photos and dimensions have been sent to MassCor for a proposal for refinishing the tables. By the end of September we expended \$2,480,961 and the project was at 85% completion. Window delivery postponed to January.

FUNDRAISING: We applied for a Wells Foundation grant of \$100,000 for equipment and furnishings. Our Request for Payment #3, sent Oct. 7, will bring State receipts to \$1,024,053.

OLD BUSINESS

PORTRAITS AND THE GLOBE VILLAGE PAINTING: Picture Research Consultants have donated \$100 to the Jacob Edwards Library Capital Campaign for use of the work in a textbook.

TRUSTEE RETIREMENT: Daniel W. Morrill was recognized at home for 20 years of service.

OTHER OLD BUSINESS:

NEW BUSINESS

BUILDING COMMITTEE: Will the Trustees pay for refreshments for a tour at 5:30 on 11/10?

CORRESPONDENCE: Invitation, Worcester Public Library Groundbreaking, tomorrow at 11:30.

Invitation, MBLC premiere of David McCullough film, tomorrow, 5:00 at Boston Public Library and to 2-day training in Palmer, 11/4-11/5, on planning for services to people with disabilities.

MFOL/MLTA sent reminder of Joint Conference in Marlborough, Saturday, October 30.

CMRLS sent Strategic Plan 2001-2003 for the Central Massachusetts Regional Lib. System.

MBLC sent Policy on Public Library and School Library Cooperation; and results of surveys on Adult Literacy Services and on Electronic Databases in libraries;

OTHER NEW BUSINESS:

REPORT OF THE LIBRARY DIRECTOR : C/W MARS' new "Millenium Circulation" began this week, with major impact on staff and circulation practices. Borrowers now can use one card at all member libraries, and soon can reserve or renew from their home computers.

We have applied to Southbridge Cultural Council for grants for Worcester Art Museum passes and for \$6,000 art reference set, and to Wells Foundation for \$3,000 for Story Hours and \$5,000 for self-help and self-improvement books in Spanish.

Personnel By-Laws call for Friday, November 26 (day after Thanksgiving) to be a holiday.

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

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

OCTOBER 21, 1999

4:00 PM in the RICE CONFERENCE ROOM

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

SECRETARY'S REPORT: VanVooren moved, and Dacoles seconded, to accept the minutes of the meeting of September 16, 1999. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Recent expenditures included \$244 for children's books and \$300 for a performance by Kit-N-Kaboodle at a children's program, and the monthly charge for the cellular (emergency) phone.

BUILDING SUBCOMMITTEE: Our September 30th tour of the library with members of the Town Council was nicely publicized in The News. Williams sent a letter to Acting Town Manager Stevens that documented our ownership of the library tables. Photos and dimensions have been sent to MassCor for a proposal for refinishing the tables. By the end of September we had expended \$2,480,961 and the project was at 85% completion. The subcontractor has postponed window delivery to January. The Trustees instructed Williams to ask the contractor why they are not seeking another source for the windows. Architect and design consultant Frank Adams will meet with the Building Committee on November 16th at 6:00 PM to discuss shelving, equipment and furnishings. The Trustees considered providing refreshments at 5:30 but decided that would be a complicating factor rather than an enhancement.

FUNDRAISING: Williams submitted an application for a Wells Foundation grant of \$100,000 for equipment and furnishings. Our Request for Payment #3, sent to the MBLC (Massachusetts Board of Library Commissioners) October 7th, will bring Mass. Public Library Construction Grant receipts to \$1,024,053. Lenti and Williams have been endeavoring to solicit additional corporate support. Dacoles suggested we approach Big Y, who are committed to "computers for kids," and Wood Recycling.

PORTRAITS AND THE GLOBE VILLAGE PAINTING: Picture Research Consultants have donated \$100 to the Jacob Edwards Library Capital Campaign in gratitude for permission to use the work in a forthcoming history textbook.

TRUSTEE RETIREMENT: Daniel W. Morrill was recognized at home for 20 years of service. Mills and Williams met with Ken Rizner as a candidate for the Board. We will invite him to the next meeting, and recommend him to Fleet Bank (representing the Edwards Trust.)

GRAND OPENING: Dacoles and Mills are eager to involve many people and groups in planning for our Grand Opening. Dacoles cited the excellent work of FOJEL (Friends of Jacob Edwards Library) President Muschler, the Garden Club and the staff of Tri-Valley Elder Services at our Mardi Gras kick-off ceremony, and hopes Travinski would again serve as emcee. Mills envisions a series of events involving everybody, particularly children, such as a human chain passing books, and a parade with Big Bird. Rotary has offered to host a pancake breakfast across the street at the Baptist Church, tied in with a

children's program. Travinski would like to produce a video, "What the library means to me," as told by various community members, for premiere at the Grand Opening. Travinski, VanVooren, Dacoles and Muschler will get together to explore celebration options. Dacoles suggested that we ask Superintendent Austin to appoint a member of the committee from the School Department.

CORRESPONDENCE: We have an invitation to attend the Worcester Public Library "Ceremonial Groundbreaking" tomorrow at 11:30.

MBLC has sent an invitation to the premiere of David McCullough film about libraries tomorrow at 5:00 at the Boston Public Library. They offer two days of training in Palmer, November 4-5, on planning for services to people with disabilities. They also sent their new Policy on Public Library and School Library Cooperation; and results of their surveys on Adult Literacy Services and on Electronic Databases in libraries;

MFOL/MLTA (Massachusetts Friends of Libraries/Massachusetts Library Trustees Association) remind us of their Joint Conference in Marlborough, Saturday, October 30.

CMRLS (Central Massachusetts Regional Library System) sent a copy of their Strategic Plan 2001-2003.

REPORT OF THE LIBRARY DIRECTOR: C/W MARS' new "Millennium Circulation" came on line this week, with major impact on staff and circulation practices. Borrowers now can use one card at all member libraries, and soon can reserve or renew from their home computers.

We have applied to the Southbridge Cultural Council for grants for Worcester Art Museum passes and for a \$6,000 art reference set, and to the Wells Foundation for \$3,000 for Story Hours and \$5,000 for self-help and self-improvement books in Spanish.

The Town of Southbridge Personnel Regulations specify Friday, November 26th (the day after Thanksgiving) to be a holiday. Rather than open and heat the building for just four hours in the middle of a four-day "weekend," Williams will close the library Saturday, November 27th.

ADJOURNMENT: VanVooren moved and Travinski seconded to adjourn. The next meeting will be Thursday, November 18, at 4:00 PM, in the Rice Conference Room at the Town Hall. Meeting adjourned at 5:00 PM

Respectfully submitted,
Harry R. Williams, Clerk.

JACOB EDWARDS LIBRARY

236 MAIN STREET
SOUTHBRIDGE, MA 01550
PHONE: (508) 764-5426
FAX: (508) 764-5428

DATE: NOVEMBER 12, 1999
TO: LIBRARY TRUSTEES
FROM: HARRY R. WILLIAMS, LIBRARY DIRECTOR
RE: NEXT MEETING

The November meeting will be at 4:00 P.M., Thursday, November 18, 1999, in the Rice Conference Room at Town Hall. Agenda items will include Y2K, personnel changes and Board reorganization, preparation of a FY2001 budget proposal, and a Grand Opening upon completion of the renovation project. I hope to see you there!

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING AGENDA
NOVEMBER 18, 1999

CALL TO ORDER

REPORTS

CHAIRMAN:

SECRETARY: Minutes from meeting of October 21, 1999.

TREASURER:

BUILDING SUBCOMMITTEE: "Town Manager's Building Committee" met November 16 to discuss furnishings and shelving with architect Frank Adams of Burthill (formerly Stahl.) Finance Director Lafleche's memo regarding project finances is attached.

FUNDRAISING:

OLD BUSINESS

TRUSTEE RETIREMENT: Ken Rizner has been invited to join us today.

OTHER OLD BUSINESS:

NEW BUSINESS

BUDGET FY'2001: Deadline to submit proposals is January 19, 2000.

PAPER CUTTER: Will the Trustees pay for a new and safer paper cutter for the Children's Room?

CORRESPONDENCE: MBLC public hearings in December on proposed change to State Aid standards so libraries open more than minimum required hours can use lower materials expenditure standard.

MBLC public hearings on same dates re proposed changes to Public Library Construction Program. Proposed payment formula would have increased our grant by \$165,000.

Museum & Library Archives Institute 2-day workshop, Monson, June. Morrissey may attend.

LSTA 2001 Federal Grant Letters of Intent due 12/16. Williams will review with staff.

Southbridge Cultural Council awarded five grants for Children's Programs and one for the Worcester Art Museum pass, declined the \$6,000 Grove's Dictionary of Art.

OTHER NEW BUSINESS:

REPORT OF THE LIBRARY DIRECTOR: MEMA (Mass. Emergency Management Administration) requires all department heads to report to work on New Years Day, assess any Y2K impact and report our readiness for "Business as usual" on Monday, January 3, 2000.

Personnel changes since last meeting: Resigned: Lauren Coderre; Hired: Faye Fulone Sweeney and Breanna Kemp; we are still seeking to fill the "Adult Page" position.

State Aid forms were filed October 28, a copy is attached.

Williams served on the judging panel for the Southbridge motto contest, winner to be announced at the Festival of Lights, Nov. 27; will be guest speaker at National Honor Society Induction, Dec. 16.

ADJOURNMENT: Next meeting Thursday, December 16, at 4:00 PM, Rice Conference Room at the Town Hall.

765
1190

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING MINUTES
NOVEMBER 18, 1999

4:00 PM in the RICE CONFERENCE ROOM

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

SECRETARY'S REPORT: Lenti moved, and Dacoles seconded, to accept the minutes of the meeting of October 21, 1999. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. There were no major expenditures this month.

BUILDING SUBCOMMITTEE: "The "Town Manager's Library Building Committee" met at the library on November 16th to discuss furnishings and shelving with architect Frank Adams of Burthill (formerly Stahl.) The members of the Committee are: Michael W. Stevens, Acting Town Manager; Arnold F. Lanni, Chairman, Education & Human Services Subcommittee, Southbridge Town Council; Margaret DeAngelis; Librarian, Southbridge High School and Community Representative; Hamer D. Clarke; Public Works Director; and Trustees Mills, Lenti and Gaine; and Williams.

Lenti described the progress on the building as "impressive." Mills reported that at the meeting it was agreed that the town should assume responsibility to pay for any construction cost overruns, leaving the private money we have raised available for the interior and furnishings. Finance Director Lafleche's had sent a memo regarding project finances, which indicated that the state grant money and municipal appropriations were fully expended, and that completing the library, and furnishing it, required use of the money in the Capital Campaign trust fund. A copy of his memo attached was attached to the meeting agenda.

Some of the Trustees found the fabric sample proposed for the upholstered chairs to be unattractive. Williams was asked to get a larger swatch of the fabric from the architect, which could be viewed at the library to get a better sense of how the colors do or do not work together, and also some alternative samples.

FUNDRAISING: Dacoles suggested we approach Fleet Bank, who serve as Trustees for our benefactors the Wells Foundation and the American Optical Foundation, to seek a donation from the bank itself. Mills said that when he contacts Deborah Pearce for confirmation of Rizner's appointment to the Board, he will bring up this issue, as well as inquire as to our prospects for additional funding for the furnishings applied for last month.

TRUSTEE RETIREMENT: Mills introduced Ken Rizner, our candidate for the Board. On Friday, January 14, 2000, Mills, Dacoles and Williams will have lunch with, and introduce Rizner to, Deborah Pearce of Fleet Bank, representing the Edwards Trust.

GRAND OPENING: Travinski asked if we should consider holding the Grand Opening ceremonies after the building has been opened and is operational. Gaine said this kind of "soft opening" is typical. Mills announced a meeting will be held on Monday, November 22, of the "Grand Opening Committee," including Trustees and FOJEL (Friends of Jacob Edwards Library) President Muschler. Mills said that he would brainstorm with Travinski, VanVooren, Dacoles and Muschler and share ideas.

BUDGET FY'2001: Acting Town Manager Stevens has announced that the deadline to submit proposals is January 19, 2000. Williams asked for suggestions from the Trustees, and will propose additional staff sufficient to increase our schedule from 50 to 60 hours per week. This will allow for staying late open four nights per week instead of two, and all day Saturday instead of half a day. We will be submitting a supplemental budget proposal for the current Fiscal Year to achieve that level of staffing and hours when we return to 236 Main Street.

PAPER CUTTER: After a Trustee had notice the condition of the old one, Ms. White asked if the Trustees would pay to purchase a new and safer paper cutter for the Children's Room. Cost is about \$120. This was voted unanimously.

CORRESPONDENCE: MBLC (Massachusetts Board of Library Commissioners) will hold public hearings in December on proposed change to State Aid standards. Libraries open more than the minimum required hours would be able to use a lower materials expenditure standard.

MBLC will hold public hearings on the same dates on proposed changes to Public Library Construction Program. Under the proposed payment formula, our grant award would have increased by \$165,000.

The Museum & Library Archives Institute offers a 2-day workshop in Monson next June. Ms. Morrissey may attend.

LSTA 2001 Federal Grant Letters of Intent due on December 16th. Williams will review available funding with his staff. It may not be feasible to apply in the current round.

Southbridge Cultural Council awarded five grants for Children's Programs and one for the Worcester Art Museum pass, declined \$6,000 to purchase Grove's Dictionary of Art.

REPORT OF THE LIBRARY DIRECTOR: MEMA (Mass. Emergency Management Administration) requires all department heads to report to work on New Years Day, assess any Y2K impact, and report our readiness for "Business as usual" on Monday, January 3, 2000.

Personnel changes since last meeting: Resigned: Lauren Coderre; Hired: Faye Fulone Sweeney and Breanna Kemp; we are still seeking to fill the "Adult Page" position.

State Aid forms were filed October 28. A copy was attached to the agenda.

Williams served on the judging panel for the Southbridge motto contest, winner to be announced at the Festival of Lights, November 27th. He will be the guest speaker at the National Honor Society Induction on December 15th.

ADJOURNMENT: VanVooren moved and Travinski seconded to adjourn. The next meeting will be Thursday, November 18, at 4:00 PM, in the Rice Conference Room at the Town Hall. Meeting adjourned at 5:00 PM

Respectfully submitted,
Harry R. Williams, Clerk.

TRUSTEES OF THE JACOB EDWARDS LIBRARY
MEETING AGENDA
DECEMBER 16, 1999

CALL TO ORDER

REPORTS

CHAIRMAN:

SECRETARY: Minutes from meeting of November 18, 1999.

TREASURER:

BUILDING SUBCOMMITTEE:

FUNDRAISING:

OLD BUSINESS

GRAND OPENING:

OTHER OLD BUSINESS:

NEW BUSINESS

CORRESPONDENCE: MBLC announced our State Aid will increase from \$23,732.06 to \$34,034.53.
Hyde Charitable Foundation sent a check of \$16,000 toward their "March installment."
Wells Foundation has elected a 1999 grant of \$30,000 for renovations, check to follow.

OTHER NEW BUSINESS:

REPORT OF THE LIBRARY DIRECTOR: As of November, we had expended \$2,843,014.84 for the renovation project, and the building was at 97% completion.

ADJOURNMENT: Next meeting Thursday, January 20, 2000, at 4:00 PM, Rice Conference Room at the Town Hall.