

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

JANUARY 20, 2000

4:00 PM in the RICE CONFERENCE ROOM

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

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

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Expended this month was \$333 for a paper trimmer and supplies for the Children's Room. Dacoles then described the January 14th luncheon meeting of Dacoles, Mills, Rizner and Williams with Michael Shade and David Maxwell of Fleet Bank, who reported on the asset appreciation of the Edwards Funds. The funds generate approximately \$24,000 per year that is distributed to the Trustees, who then turn over \$17,000 per year to the town of Southbridge. Mills said that Deborah Pearce (of Fleet, who was unable to attend) sent her regards, and will send nomination papers for the formal appointment of Rizner. The lunch at the Publick House was followed with a tour of the library building.

BUILDING SUBCOMMITTEE: The general contractor says that our windows are now promised to be shipped January 28, and Colantonio will install them and finish off the building interior "before the end of February."

Lenti reported that the American Optical Company donated six finished bookcases with a capacity of 2,100 books, which would cost at least \$3,400 if we had to purchase them. We will acknowledge this gift with a letter to John Van Dyke.

American Optical also has offered wood paneling, seven or eight feet tall, which Lenti suggested could be installed on the walls of the Holmes Ammidown History Room. It would need to be refinished at a cost of about \$2,600, installed by the contractor (\$11,000) and given a protective coating (\$1,000) for a total of about \$15,000. It was suggested that the bookshelves in the History Room would cover much of the paneling, reducing its impact, and all agreed.

Travinski moved, and it was seconded and voted, to accept the paneling and look for a better location, within the library or perhaps at Town Hall or the Quinebaug and Shetucket Rivers Valley Heritage Corridor Visitors Center.

Lenti alerted the Board that a security system (for theft deterrence) is not included in the budgeted "scope of the project," and suggested that this is an extremely high priority. All agreed and it was the consensus of the Board that Williams should approach the Town Council and seek funding to acquire such a system to be part of the library in time for the Grand Opening.

The books and equipment from the two storage trailers have been unloaded at the library. The books will be moved to their appropriate locations, to await the installation of shelving, when the elevator is ready. Lenti suggested we consider re-using some existing furniture. He pointed out that we will need to finish off the storage rooms (formerly Study A and B) and to purchase a projector screen for the Pioppi Room. These are not in "the scope of the project."

Lenti echoed the observation of one of the Town Council, who noted during a tour that the Wardwell Court buildings' deterioration is clearly visible from the parking lot and library. He suggested that a town land taking or purchase of those properties, along with much fill, could lead to an expansion of our parking lot. This suggestion will be passed along to the Office of Planning and Community Development.

GRAND OPENING: Travinski and Mills met with School Superintendent Austin and Mr. Montigny, and will meet next week with school principals, to explore ways to involve the schools and students in our celebrations. Travinski pointed out that we have no budget for the events, and need a mechanism for planning.

Because the timetable is uncertain, it was decided to schedule the events for May, with lots of publicity during April, especially National Library Week. Rizner contributed a number of ideas for the celebrations, including a time capsule whose contents could be brought by the school children, and a fleet of automobiles (matchbox size) for prizes or favors. Rizner also offered an excellent motto for bookmarks and other publicity, "The New Jacob Edwards Library: Safeguarding the past, serving the present, prepared for the future."

Lenti met with Maureen Hanigan of Literacy Volunteers, and determined that there are 32 nationalities in our community. He will work with Globe Sign to make banners to represent each country's flag, for permanent display.

A corporate donor asked Williams if one or more plaques acknowledging company support would be "unveiled" at the Grand Opening. Possible locations would be the entrance, hallway or gallery. Williams will provide the Building Committee with the list of commitments for "naming" areas or commemorating donations.

FY 2001 BUDGET: Williams has requested an operating budget of \$387,633, a 36% increase of \$102,552. This would provide \$10,000 more for books, and allow for hiring 3 Library Aides (20 hours/week each), 5 Pages, and a full-time Equipment Technician. This level of staffing would allow us to safely open 60 hours per week. Of 15 proposed new computers, 12 would be C/W MARS or Internet terminals. Capital Campaign and other donations would pay for the equipment and hookup costs, but the Town would incur ongoing connection costs.

MEETING DATES: Williams asked if the Trustees would like to continue to hold Board meetings at 4:00 PM on the third Thursday of each month, except July and August. This seemed agreeable to all. Williams will inform the Town Clerk that our 2000 meeting dates will be January 20, February 17, March 16, April 21, May 18, June 15, September 21, October 19, November 16 and December 21, 2000.

CORRESPONDENCE: MBLC (Massachusetts Board of Library Commissioners) sent their Massachusetts Public Library Data Reports for FY'99.

REPORT OF THE LIBRARY DIRECTOR: Williams prepared a set of mailing labels for FOJEL (Friends Of Jacob Edwards Library) President Muschler. Membership renewals will be mailed soon, including a call for volunteers for the move back to 236 Main Street.

ADJOURNMENT: Lenti moved and VanVooren seconded to adjourn. The next meeting will be Thursday, February 17, 2000, at 4:00 PM, in the Rice Conference Room at the Town Hall. Meeting adjourned at 5:11 PM

Respectfully submitted,
Harry R. Williams, Clerk.

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING AGENDA

FEBRUARY 17, 2000

CALL TO ORDER

REPORTS

CHAIRMAN:

SECRETARY: Minutes from meeting of January 20, 2000.

TREASURER: Should Board members sign "vouchers" for Trustees' payments?

BUILDING SUBCOMMITTEE: Windows are promised to be delivered February 14, (round windows a week later) contractor anticipates being finished by the end of February.

Elevator inspection February 11 will enable moving stored books to appropriate locations.

Steel shelving is scheduled for delivery before the end of February.

FUNDRAISING: Williams applied to Wal-Mart for a \$10,000 grant or in-kind donation. St. Michael's Roumanian Orthodox Church donated \$100. The Dorney family of Norwell donated \$100 in memory of champion borrower Melvin Nordman (Mrs. Dorney is his daughter Marjorie.)

OLD BUSINESS

FY'01 BUDGET: Initial review with Town Manager and Finance Director directed Williams to chart duties and schedules of current and proposed staff, make more use of Pages for additional help, reduce the number of C/W MARS or Internet computers from 12 to 8. Adjusted request is for \$359,168, a 26% increase of \$74,087 that includes \$6,000 more for books.

GRAND OPENING:

OTHER OLD BUSINESS: Fleet Bank report on investment allocation and Trustee appointments.

NEW BUSINESS

CHARITABLE CASH COLLECTION: "Relay for Life" requests a receptacle at our service desk to collect donations for their anti-cancer fundraiser.

CORRESPONDENCE: State Library sent original Home Rule Charter and Zoning By-Laws.
Wells 2000 Reunion Committee requests library tour Saturday August 12th.

OTHER NEW BUSINESS:

REPORT OF THE LIBRARY DIRECTOR: DPW has hired Vincent Chenevert as our Custodian!

Williams was unable to attend MEILS (Massachusetts Educational Initiative for Latino Students) but will pursue collaboration to better serve the Hispanic community.

Williams attended statewide Literacy Volunteers Board members conference. The August issue of MBLC Public Library Facts mentioned LVS as successful outgrowth of a Library Literacy Program.

Center of Hope offers placement of physically handicapped worker after Grand Opening.

Williams promoted Capital & FOJEL campaigns at the January 31st Exchange Club meeting.

Bill Fortier of Worcester Telegram interviewed Williams Feb. 8th about construction progress.

ADJOURNMENT: Next meeting Thursday, March 16, 2000, at 4:00 PM, Rice Conference Room at the Town Hall.

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TRUSTEES OF THE JACOB EDWARDS LIBRARY

TEMPORARY QUARTERS
1998-2000: TOWN HALL
41 ELM STREET
SOUTHBRIDGE, MA 01550

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

DATE: FEBRUARY 9, 2000
TO: LIBRARY TRUSTEES
FROM: HARRY R. WILLIAMS, LIBRARY DIRECTOR
RE: NEXT MEETING

The February meeting of the Board of Library Trustees will be held on Thursday, February 17, 2000, at 4:00 PM in the Rice Conference Room at the Town Hall.

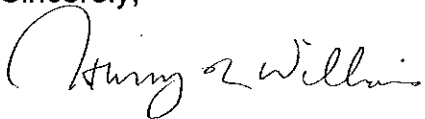
I am enclosing an Agenda for the meeting, as well as the minutes of our January 20th meeting, the schedule of meetings for the remainder of the year, and the first four pages of the revised FY2001 Budget Proposal.

I hope that sending these items prior to the meeting will prove to be helpful. I will make every attempt to prepare and send to you the minutes of each future meeting as quickly as possible after the meeting. This will allow anyone who must be absent from a meeting to keep up to date. Those who were present are more likely to notice any needed additions or corrections to the minutes while memories are fresh.

I will also send the agenda for the prior meeting, and any materials that were distributed, to anyone who was not present.

I hope to see you next week!

Sincerely,



Harry R. Williams
Clerk

The Board of Library Trustees: Paul A. Mills, Chairman; Paula Dacoles; Lawrence Gaine; Raymond Lenti; Kenneth E. Rizner; Marilyn Travinski; Marcelle VanVooren.

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

FEBRUARY 20, 2000

4:00 PM in the RICE CONFERENCE ROOM

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

SECRETARY'S REPORT: VanVooren moved, and Dacoles seconded, to accept the minutes of the meeting of January 20, 2000. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Income from the Grace Edwards Trust and interest totaled \$1,647.05. Dacoles wondered if we should return to the practice of having Board members sign "vouchers" for Trustees' payments? After discussion, it was agreed that items for payment from the Trustees' account should be authorized for payment at the monthly meeting, with the Minutes enumerating the approved payments. The Board then voted approval to pay \$150.00 to Bouvier Insurance Agency for the surety bond and \$10.39 to Bell Atlantic Mobile for the cellular phone.

BUILDING SUBCOMMITTEE: When the windows were promised to be delivered February 14, with the round windows scheduled for a week later, the contractor anticipated being finished by the end of February. The initial delivery is now promised for tomorrow, February 18.

The elevator did not pass inspection on February 11, and will need additional phone and alarm work. We had anticipated using it to move the stored books to appropriate locations.

Steel shelving will be delivered this Monday, February 21 (Presidents Day) and architect Frank Smith will coordinate the layout on Wednesday February 23.

Lenti reported that the wood paneling offered by the American Optical Company, which he originally suggested could be installed on the walls of the Holmes Ammidown History Room, would fit nicely in the gallery surrounding the grand stairway. Dacoles asked if the ambiance of the architect's design would be changed by this, and VanVooren wondered the same thing. Mills suggested that the Quinebaug and Shetucket Rivers Valley Heritage Corridor Visitors Center, on the "AO campus," would be a more appropriate location for the paneling. Lenti will see if that can be arranged. Dacoles and Mills thanked Lenti for his hard work pursuing this project.

FUNDRAISING: Williams applied to Wal-Mart for a \$10,000 grant, or in-kind donations, for computers. St. Michael's Roumanian Orthodox Church donated \$100 to the Jacob Edwards Library Capital Campaign. The Dorney family of Norwell donated \$100 in memory of frequent library patron and champion borrower Melvin Nordman (Mrs. Dorney is his daughter Marjorie.) As of this month we have collected over \$500,000 in Capital Campaign donations. Dacoles suggested adding Super Stop'N'Shop to the list of companies to be approached.

GRAND OPENING: Travinski and Mills met on January 27 the elementary school principals, who were very positive about involving the schools and students in our celebrations. The Trustees pointed out that the library is an important ally in the battle to improve MCAS scores. we have no budget for the events, and need a mechanism for planning. There will be another meeting, with a tour for the school staff, at the library 8:00 AM on March 1.

Each school, including Wells Junior High and Trinity Academy, will send students on a specific day. They will be accompanied by their homeroom teacher and school librarian. Buses will pick up and drop off groups of children in rotation. At the March 1 meeting we will discuss with the educators age-appropriate costume characters and stories for programs to be part of each

tour. One way to involve Southbridge High would be to have Future Teachers or National Honor Society members serve as tour guides for the younger children.

Mills mentioned the need for funds to rent costumes and put on programs. Perhaps the Rotary or Lions Club could sponsor these. Travinski suggested FOJEL (Friends of Jacob Edwards Library) could cover this expense for us. It was decided that instead of asking the Rotary Club to put on a pancake breakfast on the day of the "formal" Grand Opening, we could seek their help with the logistics.

With both National Library Week and the Grand Opening approaching, it was suggested that we set up a program by which every child in the school system is issued a new library card. Williams will see if the new style "keychain tag" cards could be offered. Travinski asked Williams to set up a meeting with the library staff to solicit their ideas and support. We should also send a Letter to the Editor announcing "The Library Trustees are planning a great Gala Grand Opening the first week of May. Your ideas and contributions are invited." Contributions might include raffle door prizes, for which we could approach Barnes & Noble and Tatnuck Booksellers, as well as Friendly's and McDonald's.

A "professional tour" for area library colleagues can be scheduled for a later date, but the date needs to be set for inclusion in our master calendar for distribution during National Library Week in April. Tours for pre-school or day care groups can be offered by the Children's Room, as they traditionally do at the end of the spring story hours.

Lenti will meet with Maureen Hanigan of Literacy Volunteers, make banners that say "Library" in the language of each of the 32 nationalities in our community. We will ask the Southbridge Fire Department to hang the large banner, now on the front of the library, across Main Street to announce the Grand Opening.

Reference Librarian Margaret Morrissey suggested we invite Hyde Manufacturing to set up a professional caliber display in our Gallery as part of their 125th Anniversary. All agreed that this is a valuable idea that can be utilized with other area companies to great mutual benefit. Mills wondered if FOJEL could schedule and monitor our displays. This might be a challenge for the new leadership, after their Annual Meeting.

FY 2001 BUDGET: Williams met on January 25 with the Acting Town Manager and the Finance Directorate to review the initial proposal. They directed Williams to chart the duties and schedules of current and proposed staff, so they and Town Councilors can better understand our request. They also asked Williams to amend the proposal to make greater use of Library Pages (rather than full time workers) for additional help, and to reduce the number of C/W MARS or Internet computers from 12 to 8. The adjusted request is for \$359,168, a 26% increase of \$74,087 that includes \$6,000 more for books.

CHARITABLE CASH COLLECTION: "Relay for Life" requests we place a receptacle at our service desk to collect donations for their anti-cancer fundraiser. Although this is a worthy cause, it was decided that this would set a precedent that could lead to difficulties.

SUMMER READING CLUB: Mrs. White requests \$550 from the Trustees' Account for expenses for an entertainer and related costs for the Summer Reading Club. The Trustees directed Williams to emphasize "inclusion" in our program promotions, to assure participation by our Hispanic community. Travinski moved and Dacoles seconded \$550, and this was voted.

CORRESPONDENCE: Fleet Bank sent a report on our investment allocation and confirmation of this year's Trustee appointments.

The State Library sent original copies of the Southbridge Home Rule Charter and Zoning By-Laws. These will be added to the Holmes Ammidown History Room.

The Wells 2000 Reunion Committee requests a library tour, as part of their gala weekend, on Saturday August 12th. This will be listed on our Grand Opening calendar.

MBLC (Massachusetts Board of Library Commissioners) sent their Legislative Agenda.

American Library Association posted on their web page a Memo from their legal counsel reviewing the implications of various options regarding Internet filtering. The entire document is 23 pages. Williams included copies of the Executive Summary and the Conclusion pages with the meeting agenda.

REPORT OF THE LIBRARY DIRECTOR: The Department of Public Works has hired Vincent Chenevert as Library Custodian.

Williams was unable to attend the recent MEILS (Massachusetts Educational Initiative for Latino Students) but will pursue collaboration with that agency to better serve the Hispanic community. He spoke with their Executive Director, Wanda Viruet, and will attend their meeting this Saturday at 2 PM. It was mentioned that 35% of the students in the Southbridge School System are Hispanic, and suggested that our inclusion efforts include recruiting Spanish speaking staff, particularly Library Pages.

An inventory of books damaged in storage is complete, and the DPW has disposed of 529 hardcover books, 99 paperbacks, and 49 issues of American Heritage Magazine.

Williams attended the statewide Literacy Volunteers Board members conference. The August issue of MBLC Public Library Facts mentioned Literacy Volunteers of Southbridge as an example of a successful outgrowth of a Library Literacy Program. LVS has requested a tour of the library next Thursday night after their Board meeting. The Trustees agreed to this.

The Center of Hope can assist us with the placement of a physically handicapped worker after the Grand Opening.

Williams promoted the Capital Campaign and the FOJEL membership drive as Guest Speaker at the January 31st Exchange Club meeting.

Bill Fortier of the Worcester Telegram interviewed Williams for a February 11th article about progress on the construction project.

ADJOURNMENT:

VanVooren moved and Travinski seconded to adjourn. The next meeting will be Thursday, March 16, 2000, at 4:00 PM, in the Rice Conference Room at the Town Hall. Meeting adjourned at 5:20 PM

Respectfully submitted,
Harry R. Williams, Clerk.

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

MARCH 16, 2000

4:00 PM in the RICE CONFERENCE ROOM

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

SECRETARY'S REPORT: VanVooren moved, and Rizner seconded, to accept the minutes of the meeting of February 17, 2000. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Gaine moved and VanVooren seconded to accept the report, and to approve payments of \$11 to Bell Atlantic Mobile for the cellular phone and \$82 for Children's Room program expenses. So voted.

BUILDING SUBCOMMITTEE: Lenti reported that the elevator has passed inspection, and is already being used to move books. He also reported contractor Colantonio's suggestion that our utility bills may be quite high.

Lenti is arranging to have John Cloutier of Globe Sign prepare an estimate for repair of the large wooden signs, which have deteriorated. He will also explore moving the sign from the Foster Street entrance closer to the new entrance. We may be able to have the Southbridge Fire Department move the large banner from above the Main Street entrance to the new entrance.

Williams reviewed the schedule for returning to 236 Main Street. After normal Saturday hours of 9 AM to 1 PM on Saturday, April 1, 2000, the library will be closed for packing and moving. The first three working days are set aside for boxing up the books in the temporary quarters. Then on Thursday the shelving contractor will dismantle the shelves for return to, and integration with the new shelving at, 236 Main Street. Final work by the contractor, and promised delivery dates for furniture and furnishings indicate the need to be closed for three weeks. A two-week "soft opening" would begin on April 24, followed by the Grand Opening.

FUNDRAISING: Lenti reported that he might have a source for funding to purchase a security system to protect the materials in the collection.

GRAND OPENING: Dacoles reported that the school principals were very receptive to our ideas at the March 1 meeting. Each school, including Trinity Academy, will send students on a specific day. They will be accompanied by their homeroom teacher and school librarian. Buses will pick up and drop off groups of children in rotation. The principals selected age-appropriate costume characters to be part of each tour. It was decided (after giving the principals a tour of the building took nearly half an hour) that the children would be greeted by the costume characters and given tours, but that there would not be time to read them stories during the program. The principals are setting up essay and painting contests in their respective schools.

Wells Junior High will send a representative group of students to walk to the library on Friday of Grand Opening week. Both the Junior and Senior High schools will

have formalized group tours in the fall. Mrs. White will give tours to preschoolers after regular story hours concluded. A new library card is being prepared for every child in the school system. Williams will announce a "professional tour" for area library colleagues a week or two after the Grand Opening.

Lenti is working with John Cloutier to create 32 banners that say "Library" in the language of each of the 32 nationalities in our community. He is also seeking secure professional caliber display cases for the Gallery.

FY 2001 BUDGET: No date has been set to review our proposal with incoming Town Manager Coughlin and the Finance Director.

CORRESPONDENCE: MBLC (Massachusetts Board of Library Commissioners) sent proposed new regulations for the Certification of Librarians, and also new regulations for the Library Improvement Program – Public Library Construction.

REPORT OF THE LIBRARY DIRECTOR: C/W MARS is preparing to implement "system-wide holds" in which books from member libraries will be automatically "booked" to fill requests at any other library. Initially these will be entered into the system by member library staffs, but eventually patrons with Internet access will be able to do this for themselves.

Town officials are exploring GIS (Geographical Information Systems) which use satellite imagery and computer data to generate a variety of maps to assist in planning.

MAPVI (Massachusetts Association for Parents of the Visually Impaired) donated three "twin-vision books." These are children's picture books that are both printed and Brailled. A thank you letter was sent.

ADJOURNMENT:

Dacoles moved and VanVooren seconded to adjourn. The next meeting will be Thursday, April 20, 2000, at 4:00 PM, in the Rice Conference Room at the Town Hall. Meeting adjourned at 5:10 PM

Respectfully submitted,
Harry R. Williams, Clerk.

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

APRIL 20, 2000

4:00 PM in the SOUTHBRIDGE ROOM

ATTENDANCE: Trustees Mills, Gaine, Lenti, Travinski, VanVooren; Library Director Williams and Carol Muschler, President of FOJEL (Friends of Jacob Edwards Library.)

SECRETARY'S REPORT: Lenti moved, and VanVooren seconded, to accept the minutes of the meeting of March 16, 2000. So voted.

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

BUILDING SUBCOMMITTEE: Lenti reported that we need three security systems to protect the materials in the collection. Private funding may be available, but we will probably still need to go out on bid. Travinski suggested that the Foster Street emergency-only exit could have a video camera attached to the "crash bar" for activation, rather than having a third set of book security detection panels.

John Cloutier of Globe Sign removed the large wooden signs for restoration. Lenti is working with Cloutier to create 32 heraldic banners that say "Library" in the language of each of the 32 nationalities in our community. These will be ready for the Grand Opening. Literacy Volunteers will be thanked for helping identify nationalities.

Lenti spoke to a mason who estimated \$835 to re-point the brick wall along the driveway. Travinski said the Main Street entrance door is ugly and needs to be cleaned up and have the trim repaired. VanVooren moved, and Travinski seconded to spend up to \$1,000 of Trustee funds to repair the front door and have the brick wall repaired.

Travinski noted that the new entrance door cannot be opened by small or frail patrons or elderly or young people. Mills suggested we arrange to have a push-button door opener installed. Mills and Williams will meet with DPW Director (and acting Clerk-of-the-Works) Clarke to review the "punch list" of items to be completed.

Lenti has approached the Pikul family to see if Charlton Furniture would donate a couch and chair, and Marc Renaud of Renaud's Appliances for a refrigerator, for the Staff Room. It was agreed that we do not need a stove in the Staff Room or the Pioppi Room. We need an electric kettle and tea pot, coffeemaker and counter top. Most groups who want to have food for their meetings now rely on caterers.

GRAND OPENING: Dacoles and Travinski have arranged for refreshments. Gaine will have Big Bunny send the food. We need trash barrels and a dumpster, and could use some help, perhaps Boy Scouts, setting up chairs and picking up trash. Tri-Valley Elder Services can provide a sound system. WESO will do a remote broadcast from the Grand Opening. Travinski and the Friends of Jacob Edwards Library have negotiated with WESO to broadcast 50 sixty-second advertisements for the library and the Grand Opening event. Chamber music will be played on the mezzanine by flute, clarinet and violin.

Travinski will meet with the editor of the Southbridge Evening News to arrange for coverage of the event and the subsequent tours. The News will include an insert with

the event schedule going to every household in Southbridge. Lenti had spoken with Town Manager Coughlin about arranging a display in the Gallery area of the architect's renderings of the proposed Department of Defense/American Optical project. It was agreed this would be more appropriate at a later date, to focus on the library at our event.

A number of area businesses have donated door prizes to be raffled. We will ask the Southbridge Police Department to help Sunday with parking and foot traffic, and for cones along Main Street for the School Bus when the children come for tours. Barbara Bourdelais of Southbridge Livery has arranged for the School Bus and also the handicap van for Monday – Wednesday. The children from Trinity Academy and Wells Jr. High will walk to the library on Thursday and Friday. The character costumes (to be worn by Future Teachers from Southbridge High) are ready to be picked up. The library staff have worked hard to prepare 1,800 library cards, and the principals and teachers are ready to distribute them in their classrooms after the tours.

Invited Speakers for the Grand Opening will include Senator Moore, Representative Carron, Town Council Chairman McDonald, Town Manager Coughlin, Police Chief (and Acting town Manager during part of our project) Stevens, Trustee Mills and Librarian Williams, with Trustee Travinski as "emcee." Major donors will be honored on the program, and will later be invited back for the installation of the permanent plaque recognizing their support. For the Grand Opening we will display a calligraphy list of major donors.

Prior to the FOJEL Annual Meeting and the Grand Opening, we will invite the Town Council for a tour of the library. Lenti asked if the Globe Village and other paintings will be hung in time for the Grand Opening, but this will happen later.

FY 2001 BUDGET: Town Manager Coughlin would like us to consider a schedule of 55 hours that would include Sunday hours during the school year. His proposal to Town Council will be to add nine Library Pages; no full time positions; 2 new PAC terminals, 2 staff and 3 Internet terminals. A meeting with the Council's Education & Human Services Subcommittee is not yet scheduled.

CORRESPONDENCE: Mass Cultural Council declined our grant request for \$6,000 for Grove's Dictionary of Art. Williams met with the Southbridge Cultural Council, who want to appeal this ruling, and he and Council president Charlene Brady have written to the State to seek reconsideration.

REPORT OF THE LIBRARY DIRECTOR: After the Grand Opening on May 7, the library will open for circulation and service on Monday, May 8

ADJOURNMENT: Travinski moved and Gaine seconded to adjourn. The next meeting will be Thursday, May 18, 2000, at 4:00 PM, in the Southbridge Room at the Library. Meeting adjourned at 5:25 PM

Respectfully submitted,
Harry R. Williams, Clerk.

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

MAY 18, 2000

4:00 PM in the SOUTHBRIDGE ROOM

ATTENDANCE: Trustees Lenti, Dacoles, Rizner, Travinski, VanVooren; Library Director Williams.

SECRETARY'S REPORT: Dacoles moved, and VanVooren seconded, to accept the minutes of the meeting of April 20, 2000. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Income of \$127 included a \$25 donation; the remainder was interest income. \$396 was spent for children's books and Rotary expenses. We will soon make our semi-annual payment of \$8,500 to the Town of Southbridge.

BUILDING SUBCOMMITTEE: Lenti said it is time to "Let the building speak for us." The project is very nearly finished, and much praise has been received. We need to maintain ongoing public relations. The poster and essay contest winners make a positive story. "Glitches" are falling in place. The \$1,000 we set aside to restore the wooden signs might leave a balance (bill not yet received) which could help pay for the banners.

FUNDRAISING: Lenti and Town Manager Michael Coughlin are approaching the owners of American Optical Company for additional grants or donations, possibly as much as \$50,000. Dacoles noted that "AO" has been exceptionally generous already. Perhaps we might limit our request to additional computers, which "are easy to ask for." Travinski noted that the Commonwealth has announced a new "Big Buy" program, which allows municipalities to purchase top of the line computers without the need to go out to bid.

Travinski pointed out a "faux pas" on the printed program for the Grand Opening. Southbridge Savings Bank was listed in a category lower than their generous gift. The "Donors' Board" displayed them correctly. To complete our recognition of major donors, we need a subcommittee to create a permanent recognition plaque, and to develop an event in the fall with special tours and promotions as we dedicate it. Lenti suggested Michael Trombley might have helpful information about plaques.

GRAND OPENING: Travinski reported that the event was a huge success. During WESO's broadcast during the event they gave away 1,000 water bottles, so we had at least 900 attendees. Travinski thanked Dacoles for continuing to help with the tours each day, along with Rev. Mary Hicks. The character costumes required three trips to Shrewsbury to be successfully returned. The tours and library card distribution led to 19 pizza parties at the elementary schools, and ice cream parties at Trinity Academy, for classes with 100% participation. Additional publicity might come from seeking press coverage of the winning posters and essays. The Trustees will write to thank each employee for their extraordinary work and team effort during the move and reopening.

FY 2001 BUDGET: The Education & Human Services Subcommittee met May 11, and support Town Manager's proposal for nine Library Pages (no full time positions) and 2 new PAC, 2 staff and 3 internet terminals. Town Manager Coughlin requests we arrange a 55-hour schedule to include some Sunday hours during the school year. The full Town Council will vote on the budget May 31.

CORRESPONDENCE: MBLC (Mass. Board of Library Commissioners) regulations have been amended to provide maximum flexibility for municipalities while maintaining current minimum standards, by eliminating a negative incentive for libraries that open extra hours. They also sent updated their Public Library Data reports and their FY1999 Annual Report.

Massachusetts Attorney General Reilly sent child Internet safety brochures.

John van Dyke of AO Capital Corp sent congratulations on, and regrets for his inability to attend, the Grand Opening.

West Street School students sent wonderful thank you notes after their tours.

FURNITURE DONATION: John & Cynthia Neil of Worcester St. offered a gift of antique furniture appraised at \$11,400 for the staff room, but it was not accepted. The pieces are too massive to fit there.

GOLF SHIRTS: Williams reviewed "worksite guidelines" at a recent staff meeting. The suggestion was made that we purchase navy shirts with "Jacob Edwards Library" embroidered, and provide them to the Library Pages for after-school wear at work. Williams purchased a dozen shirts from Ink Slingers. Dacoles moved, and Travinski seconded, for the Trustees to pay for the shirts. So voted. Dacoles suggested we seek a higher quality shirt for the regular staff to wear for a Friday "casual day."

REPORT OF THE LIBRARY DIRECTOR: Ten people have signed up for the Mass. Foundation for the Humanities "Ends of Civilization" Reading and Discussion program.

The new paper cutter, recently purchased for the Children's Room by the Trustees, has been damaged during the move. Williams will seek to have it repaired.

The MLTA meeting listed on events schedule has been postponed until fall.

Local organizations are beginning to request use of the meeting rooms.

ADJOURNMENT: Dacoles moved and Rizner seconded to adjourn. The next meeting will be Thursday, June 15, 2000, at 4:00 PM, in the Southbridge Room at the Library. Meeting adjourned at 5:15 PM

Respectfully submitted,
Harry R. Williams, Clerk.

TRUSTEES OF THE JACOB EDWARDS LIBRARY

MEETING MINUTES

JUNE 15, 2000

4:00 PM in the SOUTHBRIDGE ROOM

ATTENDANCE: Trustees Mills, Dacoles, Lenti, Rizner, Travinski, VanVooren; Library Director Williams.

CHAIRMAN'S REPORT: Mills reported that he and Williams met with Charlene Cuttler of the Quinebaug-Shetucket Rivers Valley Heritage Corridor, who is preparing a National Parks Service brochure to promote tourism. We agreed to provide an image of Alexander's "Globe Village" painting, prepared by the Corcoran Gallery, to be digitized and reproduced in the brochure. We will receive a CD-ROM of the image when the slide is returned.

SECRETARY'S REPORT: Travinski moved, and VanVooren seconded, to accept the minutes of the meeting of May 18, 2000. So voted.

TREASURER'S REPORT: Dacoles reported on the status of funds held locally. Income of 10,965.92 was received from The Edwards Trust. Expenditures of 9,182.80 were voted as follows. Dacoles moved and VanVooren seconded 175.45 for library uniform shirts for the Pages. Travinski moved and Mills seconded a second semi-annual 8,500.00 turnover to the Town of Southbridge. Travinski moved and Mills seconded 357.81 for Summer Reading Club expenses and 23.02 for the cellular phone, from the Trustees' Account. Travinski moved and Mills seconded 126.52 for Children's programs from the Gift Account. Each of these motions passed unanimously.

BUILDING SUBCOMMITTEE: Williams reported that only one proposal was received at yesterday's bid opening for a security system, and it is being reviewed for compliance with specifications. There is a chance we will have to re-advertise. Two of the needed three quotes have been received for automatic door openers, which should be installed within a month. Seven new computers were ordered and are expected within two weeks.

Patience Jackson, Building Consultant for the MBLC (Massachusetts Board of Library Commissioners) toured the library on May 31, and will propose our building and architect for national recognition. She brought charts showing all the projects under way or completed, and copies of this were attached to the agenda.

Lenti presented a letter and invoices from John Cloutier of Globe Sign, who made the pennants for the Grand Opening and restored our two hanging exterior signs. The combined cost is 2,031.00 and the letter explained that when Cloutier removed the dirt and deteriorated paint he uncovered fine, intact examples of the work of a renowned artist who influenced many of today's best signmakers. He used the highest level of craftsmanship and quality of materials, including much gold leaf, to make the signs magnificent rather than merely serviceable, and offered to absorb the excess cost as a tax-deductible donation if the Trustees would acknowledge it as such. VanVooren moved and Mills seconded that the Trustees pay the entire amount of the bill. This carried unanimously.

Lenti reported that Tom Emerson, who restored the brick retaining wall, has not yet completed work on the Main Street entrance. It was suggested that while he is here, he might take down the "Jacob Edwards Library Prepares for the New Millennium" banner. Lenti said the Southbridge Fire Department is willing to do this for us, and will be coming to clear the downspouts under the elm tree, which are plugged and causing water damage to the building.

FUNDRAISING: Southbridge Savings Bank president Phil Pettinelli presented their final capital donation toward their 50,000 pledge. This received a nice publicity photo, with a caption that explained why additional funds are needed even though the building looks "complete."

Mills reported that Gaine, who could not attend today, has arranged for the Lions Club to donate an additional 2,000. This should be reflected in their placement on the plaque, and other service clubs should be offered the opportunity to join them as higher category of donors.

GRAND OPENING: Travinski reported that nineteen pizza parties and three ice cream parties were held in honor of twenty-two classes with 100% library membership. Dacoles added that the students' parents got involved and made real events of the parties. Dacoles has been working with Margaret Morrissey of the library staff to plan a get-together to celebrate our success. The idea for dinner at Point Breeze At Cohasse at 6:00 PM on Tuesday, June 20, evolved from the desire to thank the staff and recognize their efforts in moving and reopening the library. Twenty-two will be invited: all Trustees and staff, and former employees Joel Mallette and Jill Compton. Although we would like to avoid "cliques" in seating, we will accomplish this without place cards, in keeping with the informal nature of the event. Dacoles will ask Morrissey to provide name tags so everyone can be recognized. Invitations will be verbal. Mills will speak.

FY 2001 BUDGET: The Town Council met to vote on the budget May 31, continued the meeting to June 7, and then to June 12, before approving Town Manager's recommended \$326,698. Town Manager Coughlin would like us to consider a schedule of 55 hours that would include Sunday hours during the winter. Williams voiced concern that because the budget adds nine Library Pages, but no full time or permanent part time positions, this will compromise the professionalism of our service. Travinski noted that Williams' administrative work is compromised by the need to spend so much time coaching, and often performing, the direct delivery of services or handling of technical problems.

Lenti reported that he had made a personal call on Coughlin and received his assurance that this problem will be addressed eventually with an increase in permanent help. Mills pointed out that individual Trustees need to work through the Board, or through Williams as our "point person," to avoid dilution of our message or mixed signals. Dacoles added that it is Williams' role as Library Director to serve as spokesman, and suggested we invite Coughlin to meet with the Board this summer to review our concerns. We will try to set up a meeting, tentatively Thursday, August 8.

Williams would like the Trustees' input and priorities as we develop a schedule of hours of service for the coming year. VanVooren urged better publicity of our hours.

SUMMER READING CLUB: Dacoles wondered if we should ask the Children's Librarian to provide an itemized budget for the Summer Reading Club as part of future funding requests. In the past we have voted in the spring to commit a dollar amount.

The minutes of our February 2000 meeting this year report, "Mrs. White requests \$550 from the Trustees' Account for expenses for an entertainer and related costs for the Summer Reading Club. The Trustees directed Williams to emphasize "inclusion" in our program promotions, to assure participation by our Hispanic community. Travinski moved and Dacoles seconded \$550, and this was voted."

Travinski reiterated the importance of inclusion, especially of inviting and involving the Hispanic community. She also passed along patron comments that indicate Trinity Academy students may not be receiving flyers that are distributed via the schools. Mills suggested that we seek any Public Relations talent in town who could help us to reach out to other audiences, and Dacoles said school librarians might be a conduit for getting information to students. Williams mentioned churches as a resource for outreach. Rizner pointed out that signs in Spanish at the Big Bunny, the Spanish market and similar locations are an inexpensive and simple means of promotion.

CORRESPONDENCE: A proposed amendment to MBLC regulations would redefine "Summer Hours" from "Memorial Day to Labor Day" to "July 1 to Labor Day."

The State Cultural Council has denied our final appeal of their denial of a grant request for \$6,000 for Grove's Dictionary of Art. Williams had joined Southbridge Cultural Council president Charlene Brady in requesting the State to reconsider.

Charles Larned (Oxford Public) Library ribbon cutting is Tuesday, June 20, at 4:00 PM. The Quinebaug Valley Ensemble, who were heard by Oxford Trustees attending our Grand Reopening, will perform. Mills and Williams will attend.

Fleet Bank sent notification of the fall grant round for the George Wells Foundation. Travinski suggested they might fund the Grove's Dictionary of Art not funded by the Cultural Council. Mills said restoration of one or more of the historical portraits would be a worthy project. Dacoles added that preservation is a priority.

REPORT OF THE LIBRARY DIRECTOR: Williams has requested intervention by the Southbridge Police Department with the family of a nine year old boy who drew a realistic toy gun from a bag of videos he was returning, pointed it directly into the face of Mrs. White and made a loud "bang bang" sound. Mrs. White was understandably upset by this. The boy's mother was with him but she did not take any meaningful action. The Trustees agreed with Williams that such behavior cannot be tolerated.

Great newspaper publicity led seventeen people to sign up for the "Ends of Civilization" Reading & Discussion program. The Pioppi Room has also hosted the Democratic Town Committee's Candidates' Night, a meeting of the (Southbridge School System) Family Literacy Coalition, the annual meeting of Literacy Volunteers of the Tri-Community, and promotional testing by Fire Dept. the Southbridge Room was the site of the MEILS (Massachusetts Educational Initiative for Latino Students.)

Dacoles asked if the Candidates' Night had been an appropriate use of a library meeting room. This was Friday night of our very first week in the library, and early in

the tenure of the new Town Manager. Williams reviewed with him the guidelines developed by the Trustees for the Policy Manual. Coughlin recognized that partisan events should not take place here, with the sole exception that, if so requested by a Republican Town Committee, we might agree to host a similar function for fairness purposes. The Town Manager further instructed Williams to limit outside groups to meeting room use only during times when the library is open.

Williams spoke to second and third graders about being a librarian at the Charlton Street School "Career Day."

ADJOURNMENT: VanVooren moved and Dacoles seconded to adjourn. The next regular meeting will be Thursday, September 21, 2000, at 4:00 PM, in the Southbridge Room at the Library. Meeting adjourned at 5:35 PM

Respectfully submitted,
Harry R. Williams, Clerk.