

Report to the Trustees of the Jacob Edwards Library

Submitted by Acting Director: Margaret Morrissey

January 6th, 2001, was Harry Williams, Director of JEL's last day at work. Until the new director is *in situ*, the By Laws proscribe that the Acting Director will be the Adult Service Librarian: Margaret Morrissey. Press releases were issued and the web site changed accordingly. The Director's position has been advertised in the local newspaper and on the internet on the Massachusetts Board of Library Commissioners site and that of American's Job Bank.

The Trustees have acted as the search and interview committee. I would like to express my personal gratitude, to the Trustees, with regard to the expeditious way the search has been conducted. I am eagerly looking forward to the incumbent being in place and am thrilled with the decision of the Trustees.

The Town Accountant's office has agreed to do the bookkeeping until the Director is in place. The inter-department co-operation is much appreciated. The Department of Public Works have also assisted me in many ways throughout the month.

The installation of tattle tape, the individual security tag (a mammoth project) has commenced. It is anticipated that the five Senior Volunteers requested under the town Tax Relief program will assist with the work.

- 3M Security System for book security is being installed. At present we are waiting on a part to be delivered before the installation can be completed.
- A quotation from Eagle Star Security, has been requested, for the activation of the intruder alarm.
- The electric bell has been installed at the north entrance, by Garon Electric.
- The US Flag donated by the Friends of the Jacob Edwards Library has been received through Senator Kennedy's office. A certificate stating that the flag has flown over the Capitol on January 29th, 2001, accompanied the flag. The DPW have hung new lanyards on the flag pole and a request has been made to the Veteran's Agent for a finial. The Southbridge Evening News have agreed to put a mention in the paper and possibly a picture too.
- A leak in the Staff room heating pipe has been repaired and the thermostat in the lower level has been re-located to optimize the heating as this impacted on the temperature in the Technical Services area. The bill prompted me to question Worcester County Refrigeration regarding the warranty but unfortunately on both counts the warranty has expired.
- The door handle for north entrance is posing problematic. The school department has the replacement on order and I have written a memo to Director of DPW requesting his intervention to expedite matters.

- Mr Colantonio was here to examine the concrete slab at the top of the stairs at north entrance and has a proposal which Hamer is reviewing. Also the curbing at the end of the stairs into the parking lot has subsided and DPW to review.
- Storm windows have been installed on the lower level by Menards.
- Verizon have installed the public phone at the library entrance and it was welcomed by all staff.
- Tours of the library were given to a teenage group from St. Mary's Church, Tiger cubs and the Charette participants.

The Historical Commissioners and the Historical Society have become more active with the Ammidown room and their assistance and expertise is a wonderful resource to have on hand. Arcadia Press would like to publish a pictorial history of Southbridge and the members of the Historical Society and Evelyn Petrelli have been working on organizing the photographic collection. Arcadia hope to unearth some previously unpublished materials and we will be assisting them.

The Town Accountant suggested that we have a spending freeze for a brief period until the new Director is on board. The Town Manager has been requested to have \$14,000 from Free Cash appropriated for the library electricity account. When the budget was established last year it was difficult to anticipate the utilities usage hence the deficit.

*Respectfully submitted
Arcadia Press*

MINUTES of the February Trustees Meeting of the Jacob Edwards Library -

Meeting held in the Southbridge Room of the Jacob Edwards Library on Thursday, February 15th, 2001.

Present: Raymond Lenti, Paulina Dacoles, Marilyn Travinski and Carol Muschler

Excused: Paul Mills, Kenneth Rizner and Lawrence Gaine.

Minutes of the last meeting were approved. Proposed : Dacoles
Seconded: Lenti

Proposal by Dacoles:

“That we unanimously approved as the incumbent Library Director the final candidate that was interviewed, pending background checks.”

Seconded by Muschler. Unanimously accepted. The Vice Chairperson will send a memo to this effect to the Town Manager.

The name of the incumbent is not being announced until the Town Council are apprised through the packet of documents from Town Hall, in advance of the Town Council meeting, February 26th, 2001. At the meeting the Library Director will present herself to Council and to the Citizens in general, via the Local Access channel.

Travinski indicated she has been contacted by Bill Fortier of the Worcester Telegram & Gazette inquiring who are the four finalists for the Director position.

It was noted that an extension was given to the library on its budget submission, by the Finance Director.

Treasurer's Report: Dacoles gave a verbal report. The remittance was \$182.00 and expenditure \$927.00, part of which was used to host a dinner for Harry R Williams on his resignation. The amount of \$58 was earned in interest and \$129 in donations.

The sum of \$358 has been given to support the Children's programs. It was noted that the FOJEL presented the library with \$50, \$30 of which was used to purchase the US Flag, the remainder will be used to frame the certificate which accompanied the flag.

Moved: Lenti

Seconded: Muschler - Unanimously accepted.

Dacoles announced she has been appointed to serve on the Review Committee on Library Funding established by the MBLC. Her team is charged with reviewing seven libraries in the central area. Travinski expressed her congratulations to Dacoles.

Acting Director's Report (attached) was accepted. Travinski expressed her gratitude to Morrissey for filling in as Acting Director and facilitating the interview process throughout the Director Search.

Building Issues: Many issues were raised. Some were alluded to in the report of the Acting Director.

- Much concern was expressed regarding the broken door handle at north entrance.
- The new director will be requested to seek a quotation for hanging the framed art and maps currently stored in the Ammidown Room, probably from Old Sturbridge Village.
- Intruder Alarm – approval was given to the Acting Director to have EagleStar Securities activate the alarm. The Director of the DPW, Hamer Clarke has obtained a quotation from EagleStar.

Report of Acting Director Accepted.

Moved: Dacoles

Seconded: Lenti

Friends of the Jacob Edwards Library (FOJEL)

Carol Muschler announced that the FOJEL has re-organized. The position of Chairperson will be shared from now on. The Friends are needing to up-date their stationary and inquired about the library logo. As the JEL is also in need of stationary the issue was deferred until the new Director arrives. Barbara O'Brien was mentioned as one person who may be consulted regarding the design.

It was decided, after discussion, to defer the decision regarding format and location of the proposed plaque listing the Campaign Fund Donors, until the new Director is on staff.

As there were some personnel issues to be discussed by the Trustees, the proposal was moved that the meeting go into Executive Session for the duration.

Moved: Muschler

Seconded: Dacoles

Motion was taken by Travinski to resume the regular session

Moved: Muschler

Seconded: Lenti

Meeting adjourned at 5.05 p. m.

Moved: Lenti

Seconded: Dacoles

*Minutes submitted by
Margaret Morrissey*

Jacob Edwards
 Trustee Meeting
 4-19-01

Prepared By	Initials	Date
Approved By		

		1/18/01	4/19/01	
1	1. Fleet (Govercign)	4435.90	5376.34	+ 940.54
2				
3				
4	2 Savers	13879.84	14863.53	+ 983.69
5				
6				
7	3 Sbdg. Savings	20360.19	20500.65	+ 140.46
8				
9				
10		38675.83	40740.52	+ 2064.69
11				
12				
13				
14				
15		Income	Expenses	
16				
17	1. Interest			
18	Savings	140.46		
19	Savers	17.56		
20				
21				
22	2. Sovereign - Edwards	1100.00		
23				
24				
25	3 Savers			
26	Strat2 Fund.	1000		
27	Friends	100		
28	Ellis	30		
29				
30		2388.00		
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				

Paula Edwards
 4/14/01

2. Bowler Inc 150.
 Intermediate Exp 7.46
 3. Children's 11387

323.33

Trustees of the Jacob Edwards Library

Meeting Minutes

March 15, 2001

4:00 p.m. in the Southbridge Room

Attendance: Mr. Mills, Mr. Lenti, Mr. Gaine, Mr. Rizner, Ms. Urell

Welcome: Mr. Mills welcomed Ms. Urell to her first Trustees meeting.

Secretary's Report: Reading and approval of the minutes waived.

Treasurer's Report: Treasurer absent; Report will be given next month

Correspondence: Letter from the National Endowment for the Humanities notifying library of the awarding of a \$250 matching grant for the purchase of the "Library of America" books. Friends have committed to paying \$250 balance due. Congratulations to Ms. Morrissey for application.

Letter received from Mass. Board of Library Commissioners notifying library of state aid award in the amount of \$33,352.76.

Old Business: Ms. Urell reported problem of strong sewage smell in the area behind circulation desk on main floor from March 7 - 9. Basement toilets overflowed Monday March 12 during a children's librarians' meeting in Pioppi Room. Smell is not noticeable since. Library staff reports that the toilets have overflowed about four times since renovation, especially anytime a crowd attends the library. Trustees suggest Ms. Urell find out from Mr. Williams about conditions of the smell - (more acute with rain? snow?) and find out what he knows about it.

New Business: Mr. Mills reported that the library in Sturbridge has unabridged books on tape and he has enjoyed listening to them. Mr. Mills believes the unabridged recordings are more consistent with ^{what} our mission and recommends we consider purchase. Mr. Lenti remarked that our acquisitions budget is not what it should be. He thinks we should fight to get our budget up.

Report of the Library Director: Intruder Alarm has been installed and is operational. Four paging units were purchased which staff can wear in remote areas of building - units will activate alarm system when button is pushed. System automatically dials Police, Urell, Morrissey and White and "drops" message at each number, even if number is busy or out of service. Trustees recommend that library determine response procedure and communicate written policy to police chief. Question? Should we give police key to building? Does fire dept have key? Do we have automatic alarm for fire? Ms. Urell directed to find out from Frank Adams.

Book Theft Alarm system installation is complete. Circulation staff is adjusting to extra steps involved in checking books in and out. Staff felt training and ergonomics of new system very poor. Several different vendors handled different parts of the installation. Trustees recommend establishing a maintenance contract with a local firm. Ms. Urell reports that camera placement only enables staff to see someone's back if alarm is triggered. She recommends holding invoice until satisfactory resolution about camera placement. Ms. Urell was advised to warn Mr. Iacobucci, Town Finance Director, if invoice is not being processed for payment.

Technology Equipment. Ms. Urell reported some major pieces of equipment are not working properly: one of the public access catalogs, both microfilm reader/printers, and a few of the computer printers used by the public. Ms. Urell thinks there should be four public access catalog workstations on the main floor of the library. Only one is currently available. Mr. Rizner remarked that technology equipment needs ongoing infusion of resources. Mr. Gaine suggested that we get a proposal for the review of all the library technology needs in the long term. Mr. Mills concurred. Mr. Mills suggested that since Town Hall was trying to coordinate town-wide technology needs, Ms. Urell should coordinate with Town Hall about purchases. Ms. Urell was directed to research needs with Mr. Williams, Town of Southbridge, CWMARS.

Staff: Trustees unanimously voted to award \$500 bonus to Ms. Morrissey for her work as Acting Director. Ms. Urell will communicate proposal to Mr. Coughlin, Town Manager. Library staff met March 14. Several staff members taking advantage of free continuing education classes and workshops. Ms. White hosted a children's librarians meeting here Monday March 12 which 43 librarians attended. Next week Patience Jackson of the Mass. Board of Library Commissioners is hosting a meeting here. Trustees offered help for refreshments.

Patron: Ms. Urell reported staff and public have been disrupted by used by a woman spending a lot of time at the library lately. Disruptive behavior has been connected with patron not complying with library's Internet use policy. Trustees suggested Ms. Urell give patron a copy of the policy and explain library rules and appropriate behavior. If that doesn't work, suggest contacting police and consider banning her from library.

Logo: Library is out of bookmarks and stationary and brochures and library cards. Urgently need logo decision for printing. We'll use "old" logo for now.

Vacation schedule: Ms. Urell discussed town vacation policy with Mr. Iacobucci. Trustees unanimously approved proposal to close library Monday, December 24, as a non-paid bonus day, pending approval by town hall.

Budget: Ms. Urell is working on budget and has been directed by Mr. Iacobucci to present a level-funded budget, due to anticipated shortfall in state aid next year. Budget prepared by Mr. Williams showed major increases and went much farther than library budgets had in the past. Mr. Mills suggested that Ms. Urell discuss general direction with Mr. Williams and Mr. Coughlin. Ms. Urell asked if Trustees could clarify state aid money and capital budget. She was directed to ask Mr. Williams.

Legislative Breakfast: Mr. Mills and Ms. Urell will attend legislative breakfast Friday, March 23, at 8 a.m. at Oxford Public Library.

Other New Business: Mr. Mills announced his resignation as Chairman of the Trustees due to other civic commitments. He was congratulated for his service and thanked.

Adjournment: Motion to adjourn at 5:20 p.m.

Respectfully submitted,

Ruth Urell, Clerk

LIBRARY

SUB. ACCT.	AMOUNT	DEPARTMENTAL PROPOSAL DETAIL
5110	182,099	SEE PERSONNEL SUMMARY
5117	51,887	SEE PERSONNEL SUMMARY
5141	350	LONGEVITY
5210	20,000	ELECTRICITY
5230	1,400	WATER
5240	1,200	REPAIRS TO PLUMBING, AUDIO-VISUAL, DUMB WAITER ETC.
5302	17,994	DATA PROCESSING, C/W MARS
5342	500	PRINTING
5343	0	POSTAGE
5420	1,000	ROUTINE OFFICE SUPPLIES
5421	2,780	MAINT & SUPPLY PAPER, PHOTOCOPIER CHEMICALS
5430	1,500	MAINT OF LIBRARY BUILDING
5450	1,098	CLEANING AND JANITORIAL SUPPLIES
5460	422	PAINT, LAWN CARE, REPLACEMENT GLASS AND SCREENS
5583	750	MISC SUPPLIES FOR CHILDREN'S PROGRAM
5585	2,977	BOOK PROCESSING SUPPLIES, TAPES, COVERS, LABELS
5586	40,000	PURCHASE OF BOOKS, MAGAZINES, AUDIO-VISUALS, MICROFORMS
5710	434	MILEAGE
5711	200	CONFERENCES & MEETINGS
5730	195	MEMBERSHIP IN MLA, MLTA
5855	0	
5855	0	
TOTAL	326,786	

PERSONNEL COST ANALYSIS SUMMARY

CLASS. ACT. #	JOB CLASSIFICATION	PAY GRADE LEVEL	FY99		FY00		FY01		FY02		FY01 BUDGET	FY02 PROPOSED BUDGET
			ACTUAL POSITIONS	ACTUAL POSITIONS	ACTUAL POSITIONS	ACTUAL POSITIONS	PROPOSED POSITIONS	PROPOSED POSITIONS				
5110	LIBRARY DIRECTOR	L/S-6/MAX	1	1	1	1	1	1	1	1	51,578	52,373
5110	LIBRARIAN(ADULT SERV.)	L/S-3/2	1	1	1	1	1	1	1	1	31,281	34,508
5110	LIBRARIAN(CHILD SERV.)	L/S-2/MAX	1	1	1	1	1	1	1	1	34,819	36,581
5110	LIBRARIAN ASSIST.	S-7/2	1	1	1	1	1	1	1	1	29,270	30,752
5110	SENIOR CLERK/TYPIST	S-5/MAX	1	1	1	1	1	1	1	1	26,559	27,885
	SUB TOTAL 5110		5	5	5	5	5	5	5	5	173,507	182,099
5117	PART TIME LIBRARY ASST.	S-5/MIN	1	1	1	1	1	1	2	2	12,036	25,518
5117	PAGES	SCH. 5	6	6	6	6	15	15	9	9	49,725	38,610
	SUB TOTAL 5117		7	7	7	7	16	16	11	11	61,761	(12,241)
	Less Grant											51,887
	TOTAL		12	12	12	21	21	21	16	16	235,268	233,986

1-610 LIBRARY

SUB ACCTNO.	SUBSIDIARY ACCOUNT TITLE	FY99	FY00	FY01	FY02	FY02	CHANGE
		EXPENDED	EXPENDED	BUDGET	REQUEST	MANAGER	
510 PERSONNEL SERVICES							
5110	SALARIES & WAGES PERMANENT	167,683	170,122	173,507	182,009	182,099	8,592
5117	SALARIES & WAGES PART-TIME	30,999	30,212	61,761	64,128	51,887	(9,874)
5141	LONGEVITY	290	410	440	350	350	(90)
TOTAL PERSONNEL SERVICES		198,972	200,744	235,708	246,487	234,336	(1,372)
570 OPERATIONAL EXPENSES							
5210	ELECTRICITY	841	3,840	10,400	17,280	20,000	9,600
5230	WATER	230	396	900	1,470	1,400	500
5240	REPAIR & MAINT EQUIP.	828	442	1,200	1,700	1,200	0
5302	DATA PROCESSING	13,640	14,065	19,025	17,994	17,994	(1,031)
5342	PRINTING	74	104	225	755	500	275
5343	POSTAGE	0	0	0	1,575	0	0
5420	OFFICE SUPPLIES	790	562	1,000	1,603	1,000	0
5421	COPY MACHINE COSTS	2,797	725	2,890	2,780	2,780	(110)
5430	MAINT. & IMPROV BLDGS	0	220	350	1,849	1,500	1,150
5450	JANITORIAL SUPPLIES	67	867	690	1,098	1,098	408
5460	BLDGS & GRNDS	151	83	170	422	422	252
5583	REC. MAT. & SUPPLIES	738	471	750	1,500	750	0
5585	BOOK PROCESSING & CIRC. SUPPLIES	2,285	2,409	2,795	2,977	2,977	182
5586	LIBRARY BOOKS AND MAT.	47,259	41,235	50,000	69,571	40,000	(10,000)
5710	MILEAGE	349	296	300	434	434	134
5711	CONF. & MTGS	0	0	100	200	200	100
5730	DUES, SUBS. & PERIODICALS	140	150	195	195	195	0
TOTAL OPERATING EXPENSES		70,189	65,865	90,990	123,403	92,450	1,460
580 EQUIPMENT							
5855	OFFICE EQUIPMENT	0	0	0	7,800	0	0
5860	PRECISION EQUIPMENT	0	0	0	0	0	0
TOTAL EQUIPMENT EXPENSES		0	0	0	7,800	0	0
DEPARTMENT TOTAL		269,161	266,609	326,698	377,690	326,786	88

For Your Information

Library Incentive Grant (a.k.a. "State Aid")

We anticipate receiving \$34,000 in Library Incentive Grant (state) funding next year, if we comply with the eligibility requirements. This year we received \$33,352.76.

The Town's participation in the library incentive grant program is not automatic. The library must apply for the grant every year and, in addition to filing extensive reports of service measures and financial statements, we must comply with the following standards, based on population group:

1. Municipal Appropriation Requirement (MAR): ". .no city of town shall receive any money under this item in any year when the appropriation of said city or town for free public library services is below an amount equal to the average of its appropriations for free public library service for the three years immediately preceding increased by two and one-half percent of said average."
2. "Be kept open a minimum number of hours per week" (50 hours for population group E 15,000 - 24,999). We are at 50 hours.
3. "Employ trained personnel" (Chief Librarian must be fully qualified upon appointment and have a certificate of professional librarianship issued by the Board of Library Commissioners.)
4. "Expend a reasonable portion of the library's total budget on library materials" (i.e. books, magazines, cds, etc.) 15% for our population group.

Trustees of the Jacob Edwards Library
Meeting Minutes

April 19, 2001

4:00 p.m. in the Southbridge Room

Attendance: Ms. Travinski, Ms. Muschler, Mr. Mills, Mr. Lenti, Mr. Rizner, Ms. Urell

Secretary's Report: Minutes were approved.

Treasurer's Report: Treasurer absent; Report read by Mr. Mills. Balance in local accounts: \$40,740.52. Approved.

Nominating Committee Report: Nominations for new Chairman of the Trustees were opened. Mr. Rizner nominated Ms. Travinski, Mr. Lenti seconded. Unanimously approved. Congratulations!

Correspondence: Seven Arts Council Grant applications were approved (children's dept.) Two gifts were received: \$1000 from Straetz Foundation/Mr. & Mrs. Ted Ashton; \$31,250 final installment for Capital Campaign from Hyde Tools, Richard B. Hardy, Trustee.

Old Business: Sewage smell: Ms. Urell is working with Hamer Clarke [DPW] and Vince Chenevert, Custodian, to identify, isolate, and fix.
Alarm System: Library staff is working with town's insurance consultant for workstation ergonomics, police department, and Eaglestar Security to fine tune 3M book theft system.
Vacations: working on scheduling.
The Trustees voted to disburse \$250 for a matching grant from the National Endowment for the Humanities to purchase the Library of America books.

New Business: Mr. Mills and Ms. Urell attended a Legislative Breakfast in Oxford. Sen. Moore and a representative from Rep. Carron's office presented facts about statewide library initiatives.

Budget: If we need fallback position, consider using Capital Fund for computers, furnishings. Is interest accruing on Capital Campaign money? Would it be helpful to start a letter-writing campaign by calling supporters? How are other town departments affected by level funding? Ms. Urell was directed to draft a position statement on the budget, find out who/what/when subcommittee will review budget, make reasonable argument in support of budget, find out who has authority to act on budget to change figures? Trustees' email addresses were given to Ms. Urell to set up a distribution list.

Trustees' Retreat: Mr. Mills proposed an afternoon/evening retreat for first or second week in July to examine the future of the library program. Where do Friends come in to the picture? How do we best use assets? How develop next year's budget? Goal of the retreat is to come to agreements about direction of

library in the next few years. Two new co-presidents of Friends will be invited. Suggested locations: Publick House or Host in Sturbridge, beginning around 1 p.m. and finishing with dinner. July 6 or July 13 were suggested as possible dates.

Report of the Library Director: Written report was attached to agenda.

Action items voted: Trustees voted to close the library on Saturday, May 26, so that staff and supporters can participate in Memorial Day Parade on Monday, May 28. Ms. Travinski volunteered to pick up straw hats for marchers.

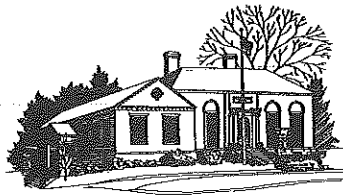
Trustees tabled question of fee for using tutoring rooms by non-Literacy Volunteer tutors.

Trustees voted to disburse \$20 for Ms. Urell to attend author lunch at Mass. Library Assn. conference in Springfield. Town is paying registration fee.

Adjournment: Next meeting Thursday, May 17, 2001, at 4:00 p.m. in the Southbridge Room.

Respectfully submitted,


Ruth Urell, Clerk



Jacob Edwards Library

Trustees Meeting

May 17, 2001 4:00 p.m.

Minutes

Attendance: Ms. Travinski, Ms. Muschler, Ms. Dacoles, Mr. Lenti, Mr. Rizner, Mr. Gaine, Ms. Urell

Call to Order: Chairman Travinski called meeting to order.

Secretary's Report: Minutes of April meeting were approved.

Treasurer's Report: Ending balance in accounts May 2001: \$46,488. Trustees Account: \$22,000. \$17,000 given to Town of Southbridge annually. Savers Account: \$14,000. Interest used for library programs and books. Southbridge Savings Fund: \$21,000.

Subcommittee Reports:

Chairman's Report on Budget: Ms. Travinski reported that she and Ms. Urell had appeared before the Town Council's subcommittee on Education and Human Services to review library budget for FY02. Ms. Travinski objected to Town Manager's recommendation to take money from books and personnel to cover increased utility costs of new building. Ms. Travinski tried to lay groundwork for next year. Mr. Iacobucci, Finance Director, was complimentary to Ms. Urell at the meeting, saying she had managed a complex budget and complex personnel issues very well.

Building: Consensus that committee should make a list of unfinished building needs and see to completion. Ms. Dacoles expressed some urgency about finishing project using capital money.

Nominating: No report.

Correspondence: None

Librarian's Report:

Bookplates: Discussion about intent of trust funds. Question about John T. Gibbons fund, cited in 1987 Jacob Edwards Library Annual Report.

Summer Reading Program flyer circulated. Ms. Travinski noted that the flyer is printed in English and Spanish. Ms. White and Ms. Fullone-Sweeney (JEL Children's Dept.) and Ms. Urell have made plans to visit elementary school classes to promote the Summer Reading Program. Theme: "First of All ... Read!" (Flyer attached)

Technology: Ms. Urell proposes purchase of a new microfilm reader/printer from money that may be left in salary account this year. Mr. Rizner suggested leasing. Ms. Urell responded leasing couldn't be arranged because funds wouldn't be available in annual budget cycle. Ms. Dacoles asked if purchase was really necessary. Ms. Urell reported that purchase is necessary to replace broken machine. Mr. Rizner moved to recommend purchase, Mr. Gaine seconded.

Dr. Terry Mills program flyer circulated. Friends of the Jacob Edwards Library will purchase multiple copies of Dr. Mill's book to sell to benefit library.

Professional Development: Opportunity for advanced library degree through Simmons College at Mt. Holyoke College is just becoming available. Could there be a scholarship for a staff member who might be interested in pursuing? Ms. Urell was directed to find out if there is a town program for tuition reimbursement.

Trustees' Retreat: Ms. Travinski polled Trustees for ideas about retreat. Ms. Dacoles would like to spend two meetings formulating a five-year plan. Ms. Travinski suggested that a two or three year plan would be more feasible. Mr. Rizner suggested setting a date for a meeting to plan a retreat. Mr. Lenti and Mr. Gaine supported Mr. Rizner's idea to spend an hour laying out expectations and asking what assessment measures will be set, with the goal of getting something substantial out of a retreat. Ms. Muschler suggested formulating an agenda. The question of whether a facilitator is necessary was raised and decision deferred until planning meeting. Decision to meet to plan retreat Thursday, May 24, 3:30 p.m., Southbridge Room. All Trustees are asked to bring written thoughts to meeting to expedite process.

Parade: Plans proceeding well. Friends of the Jacob Edwards Library are supplying cash prizes for decorating contest. Marching route is being adjusted to avoid construction areas around town. Anticipate roughly 20 people will march in library group. Sign up sheet was circulated to Trustees. Ms. Travinski agreed to judge decorating contest with two of the Library Friends.

Capital Projects: Trustees asked what is the status of capital budget? Mr. Gaine asked if there are outstanding pledges? Trustees would like to have punch list and complete the project. Ms. Urell presented partial list of needs: shelving tops, window coverings, landscaping, furnishings for a seating area in reading room, restoration of paintings. She asked Trustees to approve purchase of 4 flag buntings for hanging from front windows. Mr. Gaine moved, Mr. Lenti seconded. Ms. Urell asked for approval to purchase two urns for top of front stairs. Trustees did not approve; recommended comprehensive landscape plan. Ms. Travinski will ask for landscape design. Ms. Urell asked for picnic table for staff lunches to be placed near elm tree on the east side of the building. Mr. Rizner offered to ask civic association for picnic table.

Old Business:

Trustees approved payment of two bills.

New Business:

Ms. Dacoles asked Ms. Urell a list of questions. Ms. Dacoles said Trustees would like to be asked before Trust money is spent.

Ms. Urell reported that Sue Chaplin sent a commemorative JEL Friends pin to be included in souvenir packet for First Lady Laura Bush when she visits Massachusetts on June 1st.

Adjournment: Motion to adjourn at 5:30 p.m.

Next meeting Thursday, May 24, 2001, at 4:00 p.m. in the Southbridge Room. Next monthly meeting Thursday, June 21, at 4:00 p.m.

Respectfully submitted,


Ruth Urell, Clerk



Jacob Edwards Library

Trustees Meeting

May 24, 2001 3:30 p.m.

Minutes

Attendance: Ms. Travinski, Ms. Muschler, Ms. Dacoles, Mr. Lenti, Mr. Rizner, Mr. Gaine, Mr. Mills, Ms. Urell

Call to Order: Chairman Travinski called meeting to order.

Secretary's Report: Minutes of May meeting were distributed and read. Mr. Gaine moved to accept, Mr. Lenti seconded. Approved.

Ms. Travinski: Sole purpose of the meeting today is to plan a Trustees' retreat. What are Trustees looking for, when shall a retreat be held, will there be a facilitator?

Mr. Mills: This is a good time to have a retreat. We've finished a long career with Harry, we have a new librarian and a new building. Trustees are ready to go forward. We have a complicated town relationship that we should explore with someone who can look objectively, someone from out of town. We could come up with a short-term plan leading up to a long-term plan. It's good to step outside normal meetings, look at where we're going, where we've been, where we want to go.

Mr. Rizner: In the 80's, we (at Hyde Tools) spent a lot of time looking at mission, vision, and credo. Any organization with a heart needs to put down a mission on paper. Our company gave people the opportunity to grow and completely changed the way we do business. An organization needs a statement that answers the questions: Why are we here? Who are we serving? This can always be revisited but it should be written out. The credo should answer the who, what, how questions. It should help to create a good work place. We are a good corporate citizen, we encouraged civic improvements, and we made profits. We strive for excellence. Customers and employees are our greatest asset. We looked at guiding principles and came out with vision.

Mr. Lenti: Who guided the activity?

Mr. Rizner: We had a facilitator for the mission statement.

Mr. Mills: How can we get there? A good facilitator will help us come up with some paths. Now is a good time to do that. We may not have all the answers with regard to JEL Friends, public relations, etc. Experience of someone outside and someone else might be valuable.

Mr. Rizner: Does the library currently have mission statement, guiding principles?

Mr. Mills: May be leftover from Ron.

If we get behind a purpose, we are on the cusp of greatness - come out with a direction. This is a major juncture - new building, new leader, consensus building moment.

Ms. Dacoles: First let's gather our thoughts, then get facilitator.

Mr. Mills: I'd like us to have a facilitator in Trustees' terms.

Ms. Muschler: Facilitator can be helpful to keep us on track, to be neutral - sometimes we're too involved with an organization. A facilitator can see overall picture, believes in the organization. As the newest member of the Board, I see it as a learning opportunity.

Ms. Urell: ^{My} ~~Read~~ ^{the} goals for retreat: *are*:

"To identify community needs based on the collective wisdom of the Trustees.

To prioritize and plan library programs to address those needs.

To draw a clear picture of the current strengths and weaknesses of the library so that Trustees, Friends, and JEL staff share expectations and goals for the library program.

To find a clear direction for the immediate future of the library so that my work will be consistent with the mission of the library."

Ms. Travinski: To summarize - We can't do a mission statement, vision, or credo in an afternoon. May get there (mission statement) ourselves afterwards.

Mr. Gaine: It's a good idea and serves a dual purpose: We can come up with some short and long term goals of the library and rid ourselves of pre-conceived notions at the same time. We're here for different purposes. We have to agree what the purpose of the group is. How far can we go? Clear mission statement would be good. A facilitator might help us get through more of the process. We should have a clear objective for the afternoon.

Mr. Mills: We can't prepare totally ahead of time.

Ms. Dacoles: A small committee might put something together for all. Then we could get a facilitator to see if we are moving in the right direction. We can't all put our ideas forward that day.

Ms. Travinski: From experiences I've had, I know everybody has something to contribute to a mission statement. We need someone with more distance. I'd like it to be someone who doesn't talk about "process" - I'm interested in outcome and ideas.

Ms. Muschler: We need the dynamic of a facilitator working with us as a group. We already have ideas.

Ms. Travinski: We could say "Today, here are our ideas."

Mr. Mills: Our common goals outweigh our divisive goals. Careful phrasing and inclusiveness would work on synthesizing our lists. As people grow, an organization needs to grow.

Mr. Rizner: What can we expect from a facilitator?

Ms. Dacoles: All of us want a base to start with. Group is working together. Let's put a list together for a facilitator.

Mr. Mills: I'll work on that with you (Paula).

Mr. Rizner: I want us to have an agenda for a facilitator.

Mr. Gaine: Yes but an agenda can be limiting, let's make sure it's not limited before we start.

Summary: (I lost track of who said what at this point! RU)

We want to walk out with a mission.

Put thoughts on paper as a working document.

Let's come up with a mission/vision and/or some guiding principles.

We need to be a strong group to build consensus on an ongoing basis.

What are the limitations of our resources if we emphasize one particular thing?

Who are we? Where can we go? The mission should guide it. Values remain in place once established. Should answer question: why are we here? This may change but broad mission statement allows change. We can set something that allows change in a positive direction.

How much can we expect to pay a facilitator? \$400-\$500 for half-day.

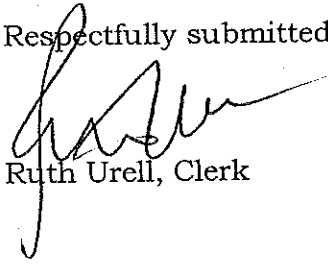
Will staff ideas be solicited?

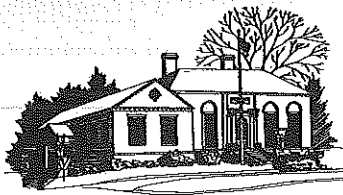
Please give ideas lists to Mr. Mills, Ms. Dacoles, or Ms. Urell, who will meet Wednesday, May 30, for planning retreat.

Proposed retreat date: 1:00 pm, ~~July 20~~, Friday - please hold July 27th as fallback date.

Motion to adjourn at 4:50 p.m.

Respectfully submitted,


Ruth Urell, Clerk



Jacob Edwards Library

Trustees Meeting

June 21, 2001 4:00 p.m.

Minutes

The Trustees met at a few minutes before four o'clock to look at two problems in the library: a leak under a window in the children's room and the sagging shelving in the reference room on the main floor.

Call to Order: Chairman Travinski called meeting to order.

Attendance: Ms. Travinski, Ms. Muschler, Ms. Dacoles, Mr. Lenti, Mr. Rizner, Mr. Gaine, Mr. Mills, Ms. Urell

Secretary's Report: Minutes of two meetings in May were approved. Mr. Mills moved to accept; Mr. Rizner seconded - twice.

Treasurer's Report: Attached herewith. Accepted as presented.

Subcommittees:

Retreat Planning: Ms. Dacoles' report of last planning meeting of Retreat Committee is attached. Retreat is scheduled for Friday, July 27th, 1 p.m., upstairs at the Whistling Swan in Sturbridge. Meet from 1 to 5 p.m., then dinner, then wrap-up. Facilitator is being sought; choice hasn't been finalized. Ms. Travinski moved that Committee be authorized to choose facilitator. Approved. Subcommittee (Ms. Dacoles, Mr. Mills, Ms. Urell) is meeting again on Monday, June 25 at 3 p.m.

Building

Quote for repair of reference shelves by Mr. Dani of Dani & Soldani was reviewed. Decision to ask Dani to replace problem shelves with solid oak shelves as outlined in quote approved. Mr. Rizner will press Mr. Dani to work quickly so repair is completed in timely way.

Ms. Travinski, Mr. Mills, and Ms. Urell will review other building problems (leak in wall in children's room, lighting replacements, etc.) with Hamer Clarke after July 7th.

Library staff has chosen a picnic table from Wabash Valley Company, recommended by Mr. Rizner. Mr. Rizner will pursue purchase after new Rotary Club officers are installed. Ms. Urell will check with DPW about leveling ground in selected location.

Librarian's Report:

Children's Program: More than 300 children are enrolled in the summer reading program. Ms. Urell thinks aggressive outreach efforts by the library contributed to more than 300% increase over previous years. Trustees suggested Ms. Urell try to get more publicity about it. Many of the special summer events are funded through Massachusetts Cultural Council grants. During the school year, there were five story hours per week for 3, 4, and 5 year olds. Currently staff and school officials are planning a summer library outreach activity to children attending summer school at West St. School.

Dr. Mills Reading/Signing: Very successful evening. Books are still in great demand.

Capital Projects: 3M Security System. Ms. Urell recommends processing payment for equipment but withhold payment for one-year service agreement.

Ms. Urell distributed a list of capital projects awaiting completion.

Ms. Urell attended a training program on fundraising presented by a staff person of the Western Mass. Funding Resource Center. Many project ideas and funding sources discussed.

Library has been awarded a \$200 cataloging grant by Central Mass. Regional Library System to have some historical books fully cataloged in the online catalog.

Ms. Urell brought four documents to the meeting. The Southbridge Historical Commission restored the documents, which belong to the library. Trustees wished to convey thanks to the Commission and hope more such projects will be forthcoming.

Technology: Digital reader/scanner/printer has been delivered and connected. Staff is learning how to use it. Trustees suggest publicizing it when we are ready.

New Business:

Ms. Dacoles is adding Ms. Travinski to the Trustees' insurance list.

Jacob Edwards Library Friends group held a Book & Bake Sale on June 16 at the Arts Center and in the Pioppi Room at the library.

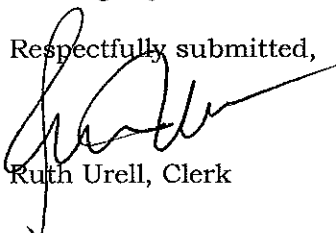
Ms. Travinski would like Nominating Committee to propose a candidate for Vice-Chairman of the Board.

Trustees asked Ms. Urell to submit receipts for reimbursement for refreshments. (Several Trustees put cash into a refreshment envelope for future use. RU)

Next meeting is July 27 at 1 p.m. at Whistling Swan in Sturbridge.

Meeting adjourned at 5:20 p.m.

Respectfully submitted,


Ruth Urell, Clerk

Jacob Edwards
5-21-01

	<u>5/17/01</u>	<u>6/21/01</u>	
1. Savings	11457.94	11535.84	(3922.10)
2. Saver's	14434.42	14175.80	(258.62)
3. Bdg Savings	20596.40	20635.20	38.80
	<u>46488.76</u>	<u>42346.84</u>	<u>(4141.92)</u>

Income

1. Edwards Trust	4618.94
2. Interest	6.22
3. Interest	<u>38.80</u>
	<u>4663.96</u>

Expenses

Town of S' bldg.	8500.00
1. T.D.S.	41.04
Bk. of Comm.	126.53
2. Books	35.61
Children's	103.30
Easter Hunt (Friends pd)	
	<u>8805.88</u>

Pauline Drake
6/20/01