

Jacob Edwards Library

Trustees' Meeting

Minutes

July 18th, 2002 3:00 p.m.

Call to Order Ms. Travinski called meeting to order.

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

Chairman's Report Memorial plaque has been completed by Harpswell House of Maine. Mr. Gaine moved to pay for the plaque, Ms. Dacoles seconded. Plaque will be hung where Trustees list is currently hanging, on the wall to the left of the circulation area in the Reading Room. The wall must be substantial to accommodate the weight of the slate plaque. Trustees' list will be moved elsewhere. Mr. Mills made a motion to order plaques for Hyde Charitable Foundation for children's room donations and Wells Foundation toward elevator expense. Mr. Gaine seconded motion. Ms. Travinski will confirm with Mr. Rizner. Ms. Travinski will figure out how to do a new Trustees' list for public area and hopes to integrate design with other library signage.

Secretary's Report Ms. Muschler moved to accept the minutes of June meeting. Mr. Mills seconded. Approved.

Treasurer's Report Treasurer Ms. Dacoles reported receipt of gifts: \$10,000 was given in memory of Jane Bergman and has been deposited as a certificate of deposit in Southbridge Savings Bank. The Trustees anticipate legacy of approximately \$325,000 from Ryan Estate after sale of property.

Balance in account 6/20/02 \$68,128. Total \$9998 increase.
Edwards Trusts Interest \$10,595.

Mr. Mills moved to approve report; Mr. Lenti seconded. Approved.

Approval of Trustees Invoices: Mr. Gaine moved to approve invoices reported, Mr. Mills seconded. Approved.

Correspondence The Trustees received a letter acknowledging work of Ms. Urell as part of the Central Massachusetts Regional Library System Strategic Planning Committee. Ms. Travinski directed Ms. Urell to put letter into her personnel file and forward a copy to the Town Manager.

Friends: Friends have been receiving memorial gifts from townspeople in memory of Barbara DiPietro. Ms. Urell has been in touch with Mrs. DiPietro's family to develop gift ideas. Ms. Vivian Delisle of Savers Bank is the new Treasurer of the Friends Group. Ms. Muschler is meeting tomorrow with Joan Greenberg, Friends President, and Rolande Smolarz to sort donated books. Ms. Travinski inquired if the Friends would be interested in doing a monthly coffee at the library?

Nominating committee: Ms. Muschler & Mr. Mills nominated Orlando Rodriguez to replace Ken Rizner on the Board of Trustees. Mr. Rizner has served as a Trustee under the Edwards Trust and has tendered his resignation from the Board due to time and work demands. Ms. Muschler and Mr. Mills met with Orlando Rodriguez and were impressed with his commitment to the community, his family orientation, his character, and his background. Mr. Rodriguez is currently employed by Healthy Families, a Family support organization. He is pursuing his Master's degree in Business at Nichols College. He is the former Youth and Recreation Director for the Town of

Southbridge. Mr. Gaine moved to approve the nomination, Ms. Dacoles seconded. The Board unanimously approved the appointment of Orlando Rodriguez as Library Trustee under the Edwards Trusts, to take effect immediately upon confirmation by David Maxwell of Fleet Bank, administrator of the Edwards Trusts.

Ms. Travinski thanked Ms. Muschler and Mr. Mills for their work on the nominating committee. Ms. Travinski will call Mr. Rodriguez to ask him to accept the nomination and to send him a schedule of upcoming meetings and to schedule a social get together.

Report of the Library Director

Capital Projects: Ms. Urell reported on many capital projects and repairs that she is working on. Ms. Travinski will ask for a consultation with an engineer on the HVAC system.

Picnic Table: Has been ordered. Gift of Lions Club.

Landscaping: Ms. Travinski asked Ms. Urell to plan meeting with Mr. Cournoyer before July 30th. Ms. Travinski would like to have a planting plan ready by the Fall, 2002. Mr. Mills suggested that the library should consider including new planters similar to the black iron planters recently purchased through a grant administered by the Downtown Partnership for public areas in the downtown. Ms. Muschler and Ms. Travinski disagreed and asked some questions about planters. Mr. Mills suggested something like the cement-style planters on the bank corner as an alternative.

Grants: Ms. Urell reported that the library may be eligible for a grant for computers from the Gates Foundation. She asked for Trustees to approve her application for grant. Approved.

Tuition Policy: A member of the staff has asked for reimbursement of tuition expense under Trustees tuition policy. Since the policy is out of date, Trustees discussed major revision of the policy. Draft presented by Ms. Urell; discussed. Changes enumerated will be incorporated into new document: Trustees would like Library Director to propose total annual amount for assistance for all employees and Trustees would like policy to specify that the request for reimbursement approval must be made prior to the course being undertaken.

Ms. Dacoles made a motion to reimburse Margaret Morrisey \$200 toward tuition according to Trustees' policy. Mr. Mills seconded. Motion carried.

Old Business Ms. Travinski asked Ms. Urell to update Trustees on status of "Bookmobile." Ms. Urell answered that she and Mr. Chenevert, library custodian, retrieved the van from Bay Path Vocational School. The van is in good working order, freshly painted and repaired, and is parked in the library parking lot. Interior of the van needs to be equipped to handle books.

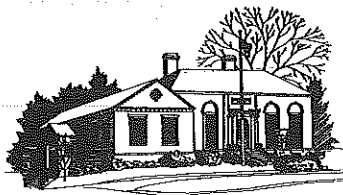
New Business: Ms. Dacoles raised a question regarding making an end of year turnover of \$8500 from Edwards Trust funds to the Town of Southbridge. Ms. Travinski asked Ms. Dacoles not to make a turnover of Edwards Trust Funds to the Town since she and other Trustees have not had sufficient discussion with David Maxwell, who administers the trusts for Fleet Bank. A discussion ensued among the Trustees whether there was justification for reversing a decision made many years' previously that Trust funds were turned into Town general fund.

Adjournment Adjourned at 4:45 p.m.

Next meeting **3 o'clock** on Thursday, **September 19th, 2002**

Respectfully submitted,

Ruth Urell, Clerk



Jacob Edwards Library

Board of Trustees

September 19, 2002

Tuition Policy

Purpose:

The Trustees of the Jacob Edwards Library support and promote continuing education opportunities for library staff. The Trustees of the Jacob Edwards Library recognize that a broad general education and training in the practices and principles of librarianship contribute to the quality and service library staff offer to Southbridge citizens. As an educational institution itself, the Jacob Edwards Library strives to set a standard in the community for training in technology, excellence in education, and lifelong learning for adults.

Eligibility:

Full time employees of the library are eligible for consideration of tuition assistance after their second year anniversary. The library director will determine the applicability of the coursework undertaken for reimbursement.

Benefit:

Tuition reimbursement from Trust funds will be granted up to 50% of the amount of the course upon satisfactory completion of the course; with a maximum benefit annually per employee of \$1,500; provided course is taken through an established institution of higher education. The Trustees will establish the total amount of tuition assistance available to all library employees annually. Library employees are required to access the tuition benefit available through the Town of Southbridge Union Contract before applying to the Trustees.

Procedure:

Application forms are available from the Library Director. Completed forms should be received by the Library Director prior to the start of the educational activity for which support is sought.

Payment will be made by reimbursement for an actual expense incurred, upon presentation of proof of satisfactory completion of the educational activity. Proof may be in the form of a transcript or grade record, should include a copy of an itemized bill or receipt for which the reimbursement has been requested, and should include a brief evaluation of the supported activity.

Motion to approve: Larry Gaine; seconded by Paul Mills. Unanimously approved: September 19, 2002

Jacob Edwards Library

Pending Capital Projects September 2002

Landscaping: Awaiting list & estimate from Pete Cournoyer (guess – Plantings & Labor & design) remove dying elm & old plantings on Foster St. side?	\$40,000
Signage: Initial meetings with Sunshine Sign Co. Spring & Summer 02 Project Mgr: Gail DeBiak @ Sunshine Sign Co, N. Grafton; Begin design within 2 weeks	\$14,000-\$21,000
Finish furnishings in Adult Reading Room: Comfortable & durable chairs (6); small sofas (3) leatherette for reading area; side tables & reading lamps; (Charlton Furniture); Wood bookcase/room divider (library supplier)	\$15,230
Permanent display case for town documents oak/glass	\$2700
Shelving – tops, ends to finish and secure steel shelving throughout Quote from S& V, Massachusetts Library Bureau rep	\$13,000
Restore, preserve, mount, frame & hang 15-20 historical maps October 22 nd , review w/ Patrick McGlamery, Uconn	\$30,000
Restore significant & valuable oil paintings, beginning with Marcy portrait (Philip Klausmeyer) (\$3,000)	\$15,000
Reading lamps for oak tables (recommended by architects)	\$4,000
Cabling, internet wiring & one-time port fees	\$2,000
Frame Young Adult posters, paperback displayers for YA area; Misc. YA furnishings	\$14,800
Shelves & posters for public area	\$ 900
Repair gutters & <u>replace damaged children's room windowsill & wall & carpet.</u> Ceiling paint. Repoint masonry front & side corners from rain damage Some work will be done by DPW. Estimates not available	tba
Repair 18 th century American tall case clock Mary Mynott wedding gift David Gow, clockmaker & curator estimate 4/02	\$4,000
Photocopier	\$2,000
Estimated Capital expenditures Total	\$166,630

Funds Available:

Balance in Capital Construction Account 8/5/02 KS/Finance Dept \$211,454.24
Mary Mynott Trust (Town) (antique tall case wedding clock) (\$1000 principal)\$3,837.36 (Interest)
John T. Gibbons Trust (Town) \$51,000 principal Primarily used for non-fiction & reference\$11,665.52 (Interest)
State Aid Account (can be used for miscellaneous expenses, usually makes up shortfall in book budget)\$28,111.91

Approved: Board of Trustees, October 17, 2002



Jacob Edwards Library

Trustees Meeting

September 19, 2002 3:00 p.m.

Minutes

Call to Order: Chairman Travinski called meeting to order.

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

Chairman's Report: Mr. Lenti has tendered his resignation from the Board of Trustees. Ms. Travinski is reactivating the Nominating Committee. Please submit names of candidates for Trustee to Mr. Mills and Ms. Muschler. Ms. Travinski asked Ms. Urell to supply the Trustees with an updated listing of Trustees names and addresses.

Secretary's Report: Minutes of July meeting approved. Mr. Mills moved to accept; Mr. Gaine seconded.

Treasurer's Report: Accepted as presented.

Trustees invoices moved for approval by Mr. Mills; seconded by Ms. Muschler.

Correspondence: Thank you letter from Petsy Peppel circulated.

Librarian's Report:

Ms. Urell provided information on new union contract for library personnel. Trustees asked her to make copies of new contract for all Trustees.

Ms. Urell provided updates on work on building.

Ms. Urell distributed copies of her monthly report to Town Council ~~were distributed~~ at meeting.

Ms. Urell distributed a list of pending capital projects for completion. Trustees approved list with two changes. (Corrected list is attached).

Ms. Urell asked the Trustees for help in finding funding for a clerical assistant position to take care of some of the bookkeeping, paperwork, filing and data processing she currently does.

Old Business: Question was raised about progress of bookmobile program. Ms. Urell responded that the vehicle is not capable of bearing weight of life and book-trucks. Trustees suggested that Wells Foundation might be interested in funding. Mr. Gaine pointed out the importance of providing some outreach services to get a program started.

Tuition policy was adopted with the provision that an applicant for funds apply to the Town for tuition assistance before applying to the Trustees.

New Business: Ms. Travinski asked for volunteers to work on planning the plaque dedication on October 24th at 7:00 p.m. Mr. Rodriguez, Ms. Muschler, and Ms. Travinski will meet in Southbridge Room on September 25th at 4 p.m. to proceed.

Meeting adjourned at 5:15 p.m.

Respectfully submitted,


Ruth Urell, Clerk



Jacob Edwards Library

Trustees Meeting

October 17, 2002 3:00 p.m.

Minutes

Call to Order: Chairman Travinski called meeting to order.

Attendance: Ms. Travinski, Ms. Muschler, Ms. Dacoles, Mr. Rodriguez, Mr. Gaine, Ms. Urell

Chairman's Report: Mr. Lenti is in poor health at Providence House, Chapin St, Southbridge.

Secretary's Report: Minutes of September meeting approved with the insertion of the adverb "orally" in the line of Chairman's Report: "Mr. Lenti has tendered his resignation *orally* from the Board of Trustees." Ms. Dacoles moved; Ms. Muschler seconded. Approved.

Nominating committee: Ms. Muschler and Mr. Mills interviewed two candidates for Trustee vacancy. They recommend Mr. Lachapelle for appointment by Town Manager. His background on Town Council, Library Friends, Charter Review, Youth Center, and as a former chairman of a Council Subcommittee will make him a valued and experienced member of the Board. Mr. Lenti suggested him for the position and served on the Building Committee with him. He is interested in the future of the library. Trustees expressed unanimous approval for his appointment and look forward to working with him.

Treasurer's Report: Accepted as presented.

Trustees invoices moved for approval by Mr. Gaine; seconded by Ms. Muschler.

Correspondence: no report

Librarian's Report:

Ms. Urell informed Trustees that Mary White, Children's Librarian, will be retiring December 31st under the Town's participation in the statewide early retirement incentive. Ms. Urell presented a brief position description for advertising the position for the Trustees' consideration. Trustees discussed idea of incorporating some programs for older school children into position without losing any of the early childhood programs. Position revision was approved: Mr. Gaine moved, Ms. Muschler seconded. Vote unanimous.

Ms. Urell provided updates on bookmobile. Mechanical problems with weight load of van. Balance in Wells Grant for bookmobile is \$13,394. Ms. Urell thinks it would be a mistake to put any money into van, which is 17 years old, unless it's going to serve adequately as a bookmobile. Trustees agreed. We will pursue additional funding for possible purchase of a serviceable used bookmobile. Mr. Gaine emphasized importance of getting a bare bones pilot project off the ground to develop interest further. Ms. Urell outlined current outreach efforts the library is making. Mr. Gaine will look into local foundation funding possibilities.

Policy on Suspended Students: Trustees would like to see other human service agencies like Interfaith Council undertake discussion also. Ms. Urell will review problem once again with School Superintendent. Orlando Rodriguez made a motion to table draft proposal. Seconded and tabled.

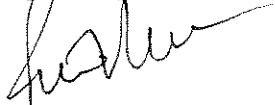
Policy on use of Paintings owned by library: Motion by Ms. Travinski: Ms. Urell should be given authority to pursue professional assistance to come up with a policy to cover this frequent request, including a reasonable amount for legal fees to draft policy if necessary. Seconded by _____ . Approved.

Old Business: Ms. Travinski reviewed plans for the October 24th Donor Event.

New Business:

Adjournment: Meeting adjourned at 4:55 p.m. Next meeting is November 21, 2002, 3:00 p.m.

Respectfully submitted,



Ruth Urell, Clerk

JACOB EDWARDS LIBRARY

DATE: 11/14/2002
TO: PAULA DACOLES, TREASURER
CC:
FROM: RUTH URELL
RE: GRANT MONEY

Dear Paula:

Here's a check from the Gates Foundation for \$14,625. for deposit.

We'll be spending this grant on internet computers etc during the next seven – eight months. I will have a better timeline after attending a workshop in January 03.

I have the grant contract in my files and will keep the Trustees informed on progress.

Thanks Paula.

Sincerely,

Ruth

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LINE NUMBER	YOUR VOUCHER NUMBER	DATE	AMOUNT	AMOUNT PAID	DISCOUNT	WRITE-OFF	NET
3	24163	9/24/2002	\$14,625.00	\$14,625.00	\$0.00	\$0.00	\$14,625.00
			\$14,625.00	\$14,625.00	\$0.00	\$0.00	\$14,625.00

DYN #780312 MICROSOFT GREAT PLAINS BUSINESS SOLUTIONS 1-800-4-32-1281

COMMENT

BILL & MELINDA
GATES foundation
 PO Box 23350
 Seattle, Washington 98102
 206.709.3100

WELLS FARGO BANK, N.A.
 BELLEVUE, WA 98004
 11-24/1210(8)

34454

DATE	AMOUNT
9/27/2002	\$14,625.00

PAY Fourteen Thousand Six Hundred Twenty Five Dollars And 00 Cents

Jacob Edwards Library

to the order of

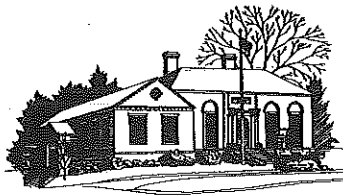
EXAMINE THIS FLUORESCENT SIGNATURE UNDER BLACK LIGHT FOR AUTHENTICITY

D. Stuenkel MP

Authorized Signature

⑈034454⑈ ⑆121000248⑆4224 750679⑈

SECURITY FEATURES INCLUDED. DETAILS ON BACK.



Jacob Edwards Library

Trustees Meeting

November 21, 2002 3:00 p.m.

Minutes

Call to Order: Chairman Travinski called meeting to order.

Attendance: Ms. Travinski, Ms. Muschler, Ms. Dacoles, Mr. Rodriguez, Mr. Gaine, Mr. Mills, Mr. Lachapelle, Ms. Urell

Chairman's Report: Ms. Travinski asked for a moment of silence to honor Mr. Lenti who passed away November 8th. She noted his years of service on the board and to the community generally. Ms. Travinski welcomed Mr. Lachapelle to his first meeting. He said it was an honor to have been named to take up Mr. Lenti's vacant seat. The Nominating Committee was thanked for its work.

Secretary's Report: Minutes of September meeting approved. PM moved, PD seconded.

Treasurer's Report: Accepted as presented. Ms. Travinski asked Ms. Dacoles for annual report of Trustees accounts for the Trustees. Ms. Travinski will set up a meeting for representative from Fleet Bank for the Edwards Estate Trusts to meet with the Edwards Bank Trustees to clarify Trustees' questions about the funds. Ms. Dacoles reported that \$1055 has been received in gifts in memory of Mr. Lenti. Ms. Dacoles will send thank you notes to the donors and will send a copy of the list to Ms. Sylvia Lenti so that the family can acknowledge.

Trustees invoices in the amount of \$1053 moved for approval by Ms. Muschler., seconded by Mr. Mills. Approved.

Friends: Friends will meet December 2nd, Monday, at 6:30 p.m.

Correspondence: Ms. Urell received a thank you note from the Eastford Road School for the donation of some printer cartridges that the library couldn't use.

Librarian's Report:

Wells Foundation Bookmobile grant: grantor has extended period till June 2003.

Gates Foundation: Ms. Urell forwarded a check for \$14,000 to Ms Dacoles for deposit. Ms. Urell will attend workshop in January to receive details on grant program implementation. Four new internet stations will be set up from the grant.

Local History Grants/Preserving Our Past; Work is well underway on video history. Fifteen oral history interviews have been taped and production is complete of originals and printed logs. Ms. Urell is working with a film editor now to produce a 30 or 45 minute video documentary.

Five museum passes are currently offered by the library. Several funding sources provide passes, including state aid, Friends, Trustees, and Cultural Council Grant. Terms of borrowing and use vary depending on museum. Trustees provide Ecotarium pass. Mr. Mills made motion to continue support; Ms. Muschler seconded. Approved.

Trustees approved an expenditure of up to \$150 for poinsettias and various decorations for the library for holidays. Mr. Gaine made motion; Mr. Rodriguez seconded. Approved.

Open House to say goodbye to Mary White, retiring Children's Librarian, will be held December 18th from 5 to 7 p.m. Friends have agreed to sponsor the event. *need to change 11/30/22 Ru*

Ms. Urell attended workshop sponsored by the Secretary of the Commonwealth's office relating to grants for identification and preservation efforts of local historical records. She informed the Town Manager and other department heads of the grant opportunity and asked if there was someone who could write a collaborative proposal for several town departments. Town Manager asked Ms. Urell to write proposal but she declined. Town Manager suggested she forward information to Steve Brady on Historical Commission to see if he is interested in pursuing a grant. Money available is in the \$5000 - \$8000 range.

Ms. Urell informed Trustees that the LSTA grant round has just been announced. She will apply for a Preservation Survey grant and a Community Languages grant. Letters of intent are due December 12th. Mr. Mills said Susan Ceccacci has done town work before on preservation questions. Mr. Rodriguez suggested Ms. Urell include Nancy Fors, Literacy Volunteers coordinator, in planning Community Languages grant.

Library is sponsoring a Food for Fines event during November and is coordinating a Food Drive through other Town departments. During November, fines due on overdue items may be paid using food donations. Lost books do not qualify—they need to be replaced or returned.

Several capital requests have been approved by Town Manager. Heating expert discovered that the ceiling in the main room that has been peeling wasn't insulated. Trustees directed Ms. Urell to work with Director of Public Works to correct the problem.

Some staff positions don't have job descriptions on file with the union. Some are inaccurate or out of date. One person has asked Ms. Urell for a job description. Ms. Urell will provide job descriptions as necessary.

Donor Plaque (Ms. Muschler reporting): Ms. Muschler presented revised design for plaque. Design approved. Plaque will be returned to Harpswell House for change.

Nominating Committee: Ms. Travinski asked Nominating Committee to poll Trustees regarding current responsibilities and report out in January.

Old Business: Mr. Mills asked Ms. Urell to review her meeting with Police Chief regarding safety in the library. Ms. Urell advised Trustees of safety measures and agreement with Police Chief on current practices. Ms. Urell informed Trustees that insufficient staffing often results in a situation in which there is inadequate supervision throughout the building. For example, if a staff person is out sick or on vacation, there may be a gap covering a service area. This evening, for example, the children's room had to be closed and locked during open hours because there is no one to staff it, with one staff person out sick. Ms. Travinski suggested that all of the Trustees needed to be better informed about library staffing issues and suggested that Ms. Urell present her budget at the next trustees meeting to allow adequate time to discuss and review it.

The budget process was reviewed for all present: Budget is presented to Town Manager who revises it and presents it to the Education Subcommittee of the Town Council. Mr. Gaine pointed out that the Town Manager has promised to meet with the Trustees to review the budget before it is presented to subcommittee.

Ms. Travinski asked about the question of reproduction rights that was raised at the last Trustees' meeting. Ms. Urell responded that she has received clarification from the Worcester Art Museum but needs further policies to review before making recommendation. Ms. Travinski reminded the Trustees that they have approved funding for Ms. Urell to consult a copyright attorney if necessary.

Meeting Adjourned at 4:45. Next meeting is Thursday, December 19th, at 3:00 p.m.



Submitted by Ruth Urell, Clerk of the Trustees



Jacob Edwards Library

Trustees Meeting

December 20, 2002 3:10 p.m.

Minutes

Call to Order: Chairman Travinski called meeting to order.

Attendance: Ms. Travinski, Ms. Muschler, Ms. Dacoles, Mr. Rodriguez, Mr. Lachapelle, Ms. Urell

Chairman's Report: Ms. Travinski reviewed the normal meeting time for Trustees' meetings for 2003. All present agreed to continue to meet on the third Thursday of the month at 3:00 p.m. Meetings are scheduled for: January 16, Feb 20, March 20, April 17, May 15, June 19, July 17, August 21 (if deemed necessary), September 18, October 16, November 20, December 18.

Ms. Travinski shared an anecdote from her last visit with Mr. Lenti and Ms. Muschler. Ms. Travinski reported that Mr. Lenti wanted to send a message to the Trustees: to paraphrase, he said he had tried to save money to accomplish things and that he felt that he had been wrong, that "we should have brought in the professionals."

Trustees discussed a gift for retiring children's librarian Mary White and decided to ask Ms. Dacoles to purchase a pewter bowl with an inscription, since that had been given to previous retiring library staff, to the best of their recollection.

Secretary's Report: Several Trustees had not read minutes of previous meeting. Approval postponed until next meeting.

Treasurer's Report: Accepted as presented. Moved Ms. Muschler, Mr. Lachapelle seconded. Lenti memorial donations total approximately \$1500. Suggestion to purchase display case similar to one inside front door if there are sufficient funds.

Trustees invoices moved for approval by Ms. Muschler., seconded by Mr. Lachapelle. Approved.

Friends: Friends met for a planning meeting. They plan to host Saturday coffees one Saturday per month beginning in January. Friends are working on bookmarks and brochures promoting membership in Friends.

Librarian's Report:

Fines: Trustees were asked to approve new fine structure so that the Jacob Edwards Library will be charging same fines as other member libraries of C/W MARS network. New fines will be:

Books: increase from .05 per day to \$0.10 per day; Maximum per book increase from \$1 per day to \$3.

Video/DVD Stay same rate: \$1.00 per day Maximum \$5.00 per item

Mr. Lachapelle moved to change fines to new rate effective February 1, 2003; seconded by Ms. Dacoles. Unanimous vote to approve. Library staff will prepare print notices about change to insert into patrons books

and videos and will post change on website throughout the month of January so that patrons have plenty of time to return overdue items.

FY04 Budget: Ms. Urell distributed copies of budget proposal and job descriptions for current staff and two proposed positions. She reviewed detail line by line with Trustees. Trustees will take copies of all materials with them to review between now and January meeting. Ms. Urell will try to ascertain what book budget was in 1980-1981 for comparison to current spending levels.

Program: Art Display & Reading: John Ferraro, a local artist, has organized a rotating display of his original artwork of some of the characters from Edgar Lee Masters' Spoon River Anthology to display and rotate among four area libraries. He asked Jacob Edwards Library if we would be interested and Ms. Urell indicated the library would like to have such a display. An area performer who does a one-woman show would also be included in the event. Tentative date is sometime in March 2003. The Trustees suggested that Ms. Urell investigate the library's potential liability vis a vis the artwork and ask the Friends for sponsorship if necessary and work with the local Arts Association.

Children's Librarian: Ms. Urell reported on the search for a new Children's Librarian. Several resumes have been reviewed and six candidates have been interviewed, one by telephone in Florida. Search is open through December 30th. Ms. Urell cautioned that it will be difficult to fully staff the children's room until a full time librarian is hired. She emphasized that the safety of the staff and public were the major considerations for staffing and coverage and Trustees agreed that the priority is safety of all. Ms. Urell mentioned that if she cannot provide adequate staff coverage for the fifty hours per week that the children's room is open, she would consider not opening that department until noon some days. Trustees agreed.

Orientation: Ms. Urell asked if new Trustees would like to set a date for Orientation.

Non-Union Wages: The General Government subcommittee of the Town Council reviewed cost of living increases for non-union town employees December 17. Library pages and the library director's positions are covered in the Reviewed schedules 1 and 5. Three library pages and the library director attended the subcommittee meeting and the director advocated for cost of living increases for the pages; and for a new position to be added to the schedule for a "library Aide." The Subcommittee members present spoke in favor of the increases and reported the new schedules out favorably. Now they will be presented to the full Council for a vote.

Signage: Some of the library staff had a day-long meeting with the signage designers. Many decisions about what signs need to be made, where they should be located, and what they should say, were made. The next step is a design presentation by the designers (Sunshine Sign Co.). Ms. Urell asked if Ms. Travinski or another member of the Trustees would be present for the next meeting, which is expected to last approximately three hours, so that Trustees could have some input into the look of the signs. We will seek a mutually agreeable date.

LSTA Grants: Ms. Urell reported that she had submitted two Letters of Intent for state competitive grants: one for a Preservation Survey (ca. \$2000) and the other for a community Languages Grant (up to \$20,000). She reported that the Mass. Board of Library Commissioners, who oversee the program and award the grants, have directed us to submit an updated Long Range Plan. Ms. Urell submitted annual Action Plans for the past two years, but the MBLC thinks our general plan should be updated.

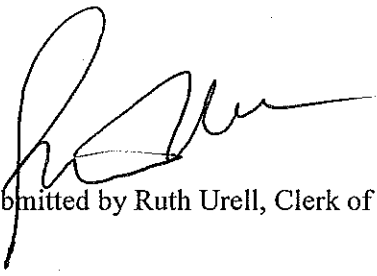
Old Business: Mr. Rodriguez and Mr. Lachapelle attended an orientation session for new Trustees at the Central Mass. Regional Library System in Shrewsbury. The program was informative and worthwhile. They met the new executive director of the MBLC, Rob Maier, and learned about resources available through the regional library system. They were impressed with the presentations and the other Trustees they met there.

New Business: Ms. Travinski suggested that the Trustees try to find a time to do some long range planning. There was consensus that the next normal Trustees meeting could be combined with a Trustees' retreat. Ms. Travinski suggested that Ms. Urell distribute copies of the current (old) Strategic Plan, the last Trustees' retreat summary from July 2001, and copies of both sets of minutes for the next meeting. The suggestion by Trustees is to meet on January 16th from 3 p.m. to 7 or 8 p.m. with a dinner break in the middle. The first hour or less would be taken up with a regular monthly Trustees meeting. After that, Trustees would hold a planning session, order dinner in, and conclude by 7 or 8 p.m. (? I'm unsure if this was specified.) The Trustees would like to have the Pioppi Room available. Ms. Urell suggested that she would reserve both Pioppi and Southbridge rooms for the occasion so that food could be easily served and work accomplished expeditiously.

Ms. Travinski would like to remind Trustees to please bring both December and November minutes for approval.

Meeting Adjourned at 5:30 p.m.

Next meeting : January 16, Southbridge/Pioppi Room, 3p.m. - 7 p.m.



Submitted by Ruth Urell, Clerk of the Trustees