

August 21, 2003 3:00 p.m. Jacob Edwards Library Trustees' Minutes

Call to order: Chairman Travinski called meeting to order at 3:00 p.m.

Attendance: Ms. Dacoles, Mr. Gaine, Ms. Muschler, Mr. Lachapelle Ms. Travinski, Ms. Pena (minutes), Mr. Mills absent

Minutes of July meeting were approved. Ms.Dacoles moved, Ms. Muschler seconded.

Treasurer's Report: No monthly report. Treasurer will present report at September meeting. Ms.Dacoles working on a year-end report.

Chairman's report:

Trustees discussed letters from Town Manager in relation to annual report.

Approval of Trustees' Invoices: Miscellaneous invoices recommended for approval. Ms. Travinski moved, Ms.Muschler seconded.

The Trustees want to get a quote from Mr. Muenzberg at McGrath Burnham Insurance concerning Liability Insurance and will need:

1. Original bylaws of Trust - Ms. Travinski will obtain from Mr. Maxwell
2. List of Trustees - presented by Ms. Travinski at meeting
3. Latest financial report - Ms. Dacoles

Ms. Travinski distributed letters written to Mr. Maxwell and Town Manager Mr. Carlisle.

Appeal for more funding: It was respectfully requested that Library Director, Ms. Urell research and pull together the necessary information for appeal to Town Manager for historical need for more money. Mr.Gaine made a motion. Ms.Dacoles seconded the motion; passed unanimously.

Town Manager request for transfer of money: Ms. Urell on behalf of trustees will send a letter to the Town Manager to close construction design account in question and transfer money into Trustees' Capital Account.

Landscape Plan: Plan approved. Ms. Muschler motioned, Ms. Dacoles seconded; passed unanimously.

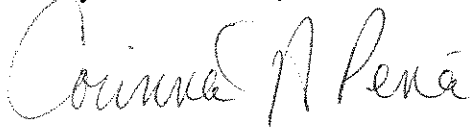
Tuition Request: Funds approved for Reference Librarian, Ms. Morrissey to furthering her courses in pursuit of her MLS.

Ms. Travinski summarized report from Library Director, Ms. Urell.

Notice of Trustee meetings are posted at the Town Hall. It was unanimously decided that the library would **not** post any future meetings.

Ms. Pena was asked to leave meeting at 4:10 p.m so that trustees could go into executive session.

Submitted by Corinna Pena, Circulation Supervisor Jacob Edwards Library

A handwritten signature in cursive script that reads "Corinna A. Pena". The signature is written in dark ink and is positioned below the typed name.

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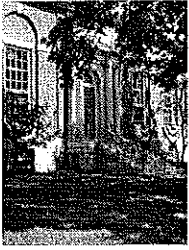
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Motion EXEC SESSION Lorray — 2nded by Carol

Out of EXEC @ 4:40 Motion to adjourn Paula — 2nd by Carol

Submitted by Corinna Pena, Circulation Supervisor Jacob Edwards Library



JACOB EDWARDS LIBRARY

TO: CLAYTON CARLISLE
FROM: RUTH URELL
SUBJECT: LIBRARY FEASIBILITY STUDY ACCOUNT
DATE: 8/28/2003
CC: TRUSTEES FILE

Dear Mr. Carlisle:

The Trustees of the Jacob Edwards Library have asked me to request that you close an account that was established to study and design the library expansion project. The account # is 1 -592- 583- 56016- 610. The balance in the account is \$9,870.85. The purpose of the account has been satisfied.

Would it be possible to deposit the balance of the account into the library capital account # 81-945-8170-5700, since that account exists to equip and furnish the renovated library and is similar in intent to the original feasibility study account?

Thank you very much.

Sincerely,

Ruth Urell

Memo to Trustees:

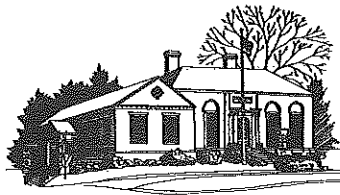


I omitted something from the minutes:

Jacob Edwards Library

Old Business: Ms. Muschler inquired if Ms. Urell had complied with the instructions of the Town Manager asking the Trustees to close the construction design account and transfer the funds (\$8,900) to the library Capital Construction Account. Ms. Urell responded that she had done so.

Ruth



Jacob Edwards Library

Board of Trustees

September 18, 2003

Internet Policy

It is the mission of the Jacob Edwards Library to provide access to learning materials in a variety of formats for the community. The library attempts to provide a safe environment for all who use the library. In fulfillment of its mission, the library provides access to the Internet for adults and children in separate locations within the library.

The Internet allows users to connect to networks of resources outside the library. The library does not monitor and has no control over the information access through the internet. Information on the Internet may be reliable and current or it may be inaccurate, out-of-date, or unavailable at times. Adults and young adults over the age of 13 may use the internet computers on the main level of the library. Patrons access the Internet at their own discretion; the Jacob Edwards Library cannot be held responsible for the content of the Internet.

Children ages twelve and younger may use the computers in the Children's Room. Library staff are available to assist children's use and have selected websites and databases especially for use by children. The library staff strives to create a safe environment, but it is the responsibility of parents or assigned caregivers to supervise their children. Parents are strongly urged to work with their children to develop rules for the use of the library and the Internet. Parental permission is required for a child to use other library computers.

Motion to approve: Carol Muschler; seconded by John Lachapelle. Approved 9/18/03

10/16/03

Jacob Edwards Lib.

10-16-03

	9/30/02	6/30/03	
Gov.	20323.62	19623.12	+ 700.50
Savers	21481.03	22528.56	(1047.53)
Savings	31091.71	31081.35	+ 10.36
	<u>72936.36</u>	<u>73213.03</u>	<u>(276.67)</u>

Income

- G. Edwards 1600
- Interest 10.36

Expenses

- Hospice 50
- Rotary dues ^{7/03 -} 12/03 50
- Summer Ready 03 139.70
- Morrissey Course 440.-
- Urell Reformer Membership 30
- Urell Mass Lib Membership 70
- Summer Read 59.80
- Bookmobile
 - Spc 440 774.41
 - Books 237.12
- Audio Books 36

1610.36

1887.03

*Records
10/10/03*

Trustees of the Jacob Edwards Library
Meeting Agenda
September 18, 2003 3:00 p.m.

Call to Order/Attendance Chairman 305 CM, JL, MLT, PD, RU
PPM - LG.

Reports

Chairman

Secretary

Treasurer

Minutes of August 21st meeting CM

Report/Year End Report

Approval of Trustees' Invoices

PD approve w correction JL 2nd
as corrected amended CM, JL. unan.
JL, CM ok. PD will submit amended report to T.M. + copies of Grace M + Hannah Mary + Robt J. Edwards

Committee Reports:

Trustees to take disbursement from Grace Edwards

Correspondence

Tuition Policy - Vote

Capital Projects:

Library Director's Report

- Globe Village Painting reproduction rights
- Internet Policy
- Long range planning
- Decertified libraries
- Public Library Assn Conference

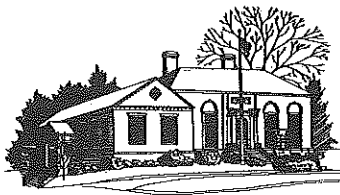
Old Business

New Business

Adjournment

Next meeting October 16th 3:00 p.m.

Correction to mins of Aug 21st: Motion made to go into exec session LG, CM 2nd after Mrs Pena left mtg. Cmtc held at 4:40. Motion to adjourn PD, CM 2nd.



Jacob Edwards Library

September 18, 2003 3:00 p.m. Trustees' Minutes

Call to Order: Chairman Travinski called meeting to order at 3:05 p.m.

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

Chairman's Report: Ms. Travinski reported on the Wills of Grace Edwards, Hannah Edwards, and Robert Edwards. She distributed copies of the wills to those present at the meeting. She reported on her discussions with David Maxwell regarding trusts.

Secretary's Report: Minutes of August 21st meeting were accepted by Ms. Muschler. Ms. Travinski suggested an amendment to the minutes: "Motion was made to go into executive session at 4:10 p.m. by Larry Gaine; motion was seconded by Carol Muschler after Mrs. Pena left meeting. Committee returned at 4:40 p.m. Motion to adjourn at 4:40 p.m. by Paula Dacoles; seconded by Carol Muschler." Ms. Dacoles moved to approve the amendment to the minutes; Mr. Lachapelle seconded the motion. Approved.

Treasurer's Report: Treasurer distributed year-end report. Amendments to report were discussed. Ms. Dacoles will submit amended report to the Town Manager with copies of the Wills of Grace Edwards, Hannah Edwards, and Robert Edwards. Motion to approve amended Treasurer's report by Ms. Muschler, seconded by Mr. Lachapelle. Approved.

Approval of Trustees' Invoices: Invoices recommended for approval. Mr. Lachapelle, Ms. Muschler.

Tuition Policy Trustees reviewed the amount of tuition assistance available to library employees as stipulated by the policy adopted September 19, 2002. Ms. Muschler moved to continue terms of Tuition Policy for another year; Mr. Lachapelle seconded. Approved.

Report of the Library Director:

Ms. Urell reported on discussions with attorneys regarding use of Globe Village Painting in publications. Copyright question is difficult to establish and unlikely to result in favorable ruling. Present Trustees don't know what arrangements were made with Old Sturbridge Village about reproduction rights and would like to clarify with Trustee Paul Mills. Trustees are interested in setting up some licensing arrangement for future requests for reproduction. Question tabled until Mr. Mills is present.

Ms. Urell presented a new Internet Policy that resulted from recent Trustees' deliberations. Ms. Muschler moved to approve; Mr. Lachapelle seconded. Approved.

Ms. Urell reported on information she received that requires the Library to adopt a new Long Range Plan by October 2004 in order to remain eligible for State Aid grant money. Ms. Urell inquired with Ms. Acly, Town Economic Development coordinator, to see if the library could liaise with the planner she has

contracted with. Ms. Acly suggested library contract with planner separately and pay for services separately. Ms. Urell recommends Trustees appoint members to a planning committee and suggested contracting with a consultant to facilitate the process, recruit community members for the committee, develop a survey, and write the planning document. Ms. Travinski asked Ms. Urell to send out copies of the library's mission statement to take up at next meeting.

Ms. Urell distributed information about Decertified Libraries (libraries that don't meet minimum standards to remain certified for State Aid program). It's expected that many libraries will fall into that category this year due to financial difficulties of municipalities. Ms. Urell asked if Trustees recalled voting on a policy about circulating to residents of Decertified Libraries several years earlier. None of the Trustees present recalled such a discussion or decision. Ms. Urell will attend a workshop on the subject in December and will report back to the Trustees after that.

Ms. Urell requested support to attend the Public Library Association biannual conference in February 2004 in Seattle. Ms. Urell will ask the town to pay the registration fees. Trustees asked to provide \$1,045.50 for airfare, hotel, and other conference fees. Mr. Lachapelle moved to approve; Ms. Muschler seconded. Approved.

Ms. Urell asked Trustees to give prior approval to pay a contract cataloger through CWMARS to continue cataloging historical collection. Majority of funding is grant based @ \$5 per item with local responsibility for a co-payment of approximately \$2.15 per item. Trustees approved funding project at approximately \$112.50. Ms. Dacoles moved to approve; Mr. Lachapelle seconded. Approved.

Ms. Urell presented two requests for prior approval for staff educational support.

- Application from Ms. Morrissey LSC 528 (Media in the Library) for \$375. Mr. Lachapelle moved to approve; Ms. Muschler seconded. Approved.
- Application from Ms. Urell for course in Public Personnel Administration (PPA 697D/PoliSci 735) at UMass/Amherst. Ms. Urell asked Town Manager for financial assistance from the Town for tuition and fees. Mr. Carlisle approved request and is seeking funding. She requests approval from Trustees for amount to be determined depending on amount of reimbursement from Town. Ms. Muschler moved to approve, Mr. Lachapelle seconded. Approved.

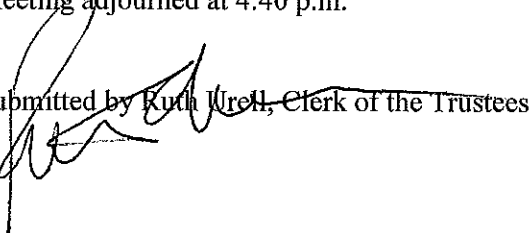
Ms. Urell distributed updated copies of Trustees' list and notice of two upcoming Board development programs offered through the Board of Library Commissioners and the Central Massachusetts Regional Library System.

Old Business:

New Business: Ms. Muschler asked Ms. Urell to send out the agenda in advance of Trustees' meetings.

Meeting adjourned at 4:40 p.m.

Submitted by Ruth Urell, Clerk of the Trustees



10/17/03
Pm

October 8, 2003

Mr. C. Carlisle, Town Manager
41 Elm Street
Southbridge, Ma. 01550

Dear Mr. Carlisle,

Attached is a copy of the final and approved Jacob Edwards Library Annual Report for year ending June 30, 2003.

As requested, attached are copies of the wills for the trust funds of Grace W. Edwards, Hannah Marcy Edwards, and Robert J. Edwards.

If there are any questions please call me at 508-764-6978.

Yours truly,



Paulina Dacoles

Treasurer,
Jacob Edwards Library Trustees

Encs.

CC: M. Travinski, Chairperson

JACOB EDWARDS LIBRARY

SUMMARY OF FUNDS IN CUSTODY OF TRUSTEES AND
SUMMARY OF FUNDS FROM WHICH TRUSTEES RECEIVE
INTEREST ONLY

YEAR ENDING JUNE 30, 2003

PAULA DACOLES

TREASURER

CC: M. TRAVINSKI- CHAIRPERSON TRUSTEES
C. CARLISLE - TOWN MANAGER, SOUTHBRIDGE

FINAL REPORT
SEPT. 18, 2003

JACOB EDWARDS LIBRARY
SUMMARY OF BANK FUNDS
JUNE 30, 2003

	<u>BALANCE</u> <u>6/30/01</u>	<u>BALANCE</u> <u>6/30/02</u>	<u>BALANCE</u> <u>6/30/03</u>
SOVEREIGN	\$ 7,535.84	\$ 20,498.70	\$19,603.12
SAVERS	13,090.09	\$24,642.95	22,528.56
SBDG.SAVINGS	<u>20,669.62</u>	<u>\$30,967.24</u>	<u>31,081.35</u>
	<u>\$41,295.55</u>	<u>\$76,108.89</u>	<u>\$73,213.03</u>

JACOB EDWARDS LIBRARY
SOVEREIGN BANK
JUNE 30,2003

BALANCE JUNE 30,2002 \$ 20,498.70

INCOME	TRUST FUNDS-EDWARDS	\$ 21, 686.28	
	COMMUNITY CONNECTIONS GRANT	951.35	
	R. LENTI DONATIONS	1, 080.00	
	MARC-GRANT	332.00	
	MISC.	80.00	24,129.63

EXPENSES

TOWN OF SOUTHBRIDGE	17,000.00	
ROTARY EXPENSES	770.00	
ECO MUSEUM	350.00	
FIDELITY BOND INS.	150.00	
SUMMER READING PROG.	354.33	
DIRECTOR SEMINAR	182.00	
STAFF/TRUSTEES MEETINGS	467.00	
TUITION- MORRISSEY	1,337.50	
COMM. CON. GRANT	951.35	
MARC GRANT (MCMARA)	350.00	
LENTI DISPLAY CASE	1,778.04	
PLACQUE NITE	435.83	
MISC.	899.16	(25,025.21)

BALANCE JUNE 30, 2003

\$ 19,603.12

JACOB EDWARDS LIBRARY
SAVERS COOP
JUNE 30, 2003

BALANCE JUNE 30,2002 \$ 24,642.95

INCOME

MISC.	80.00	
INTEREST	5.33	
DIRLAM TRUST	2,000.00	
STRAITZ FOUNDATION	1,000.00	
LENTI DONATIONS	395.00	
EASTERLY DON.	500.00	
LIONS	325.00	
GATES FOUNDATION	14,625.00	\$18,930.33

EXPENSES

BOOK MOBILE	2,475.52	
BOOKS	463.67	
CHILDRENS.	1,709.93	
MISC.	154.46	
COMPUTERS	14,625.00	
SUMMER READING	180.57	
LENTI DISPLAY CASE	395.00	
AUDIO/VIDEOS	654.19	
OUTDOOR BENCH	386.38	<u>(\$21,044.72)</u>

BALANCE/JUNE 30,2003

\$22,528.56

JACOB EDWARDS LIBRARY
SBDG. SAVINGS BANK
JUNE 30, 2003

BALANCE JUNE 30, 2002 \$ 30,967.24

INCOME INTEREST 114.11

BALANCE JUNE 30, 2003 \$31,081.35.

JACOB EDWARDS LIBRARY
INVESTMENTS - FLEET BANK
(TRUST FUNDS)

	<u>6/30/01</u>	<u>6/30/02</u>	<u>6/30/03</u>
GRACE EDWARDS	\$870,543	\$782,433	\$812,272
HANNAH EDWARDS	443,802	390,826	400,686
ROBERT EDWARDS	450,025	394,448	404,937
ENDOWMENT	<u>21,923</u>	<u>18,030</u>	<u>18,339</u>
TOTALS	<u>\$ 1,786,293</u>	<u>\$1,585,737</u>	<u>\$1,636,234</u>

NOTE: These funds are under the control of Fleet Bank. Trustees have control only over the interest disbursements.



Jacob Edwards Library

October 17th, 2003 3:00 p.m. Trustees' Minutes

Call to Order: Vice- Chairman Muschler called meeting to order at 3:03 p.m.

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

Chairman's Report: David Maxwell requested a meeting with Trustees to introduce new manager of Trusts. Meeting will be held at lunch on October 27th at 12 noon at Vienna Restaurant. Trustees are invited.

Secretary's Report: Minutes of September meeting approved. Mr. Lachapelle moved, Mr. Mills seconded.

Treasurer's Report: Revised copies of report were distributed and sent to Mr. Carlisle, along with copies of the Edwards wills. Ms. Dacoles hand delivered them to Mr. Carlisle at Town Hall. Included in the reports were three Edwards funds and Endowment information. Ryan Estate has been settled. Mr. Mills moved, Mr. Lachapelle seconded. Approved.

Approval of Trustees' Invoices: Invoices recommended for approval. Mr. Mills, Mr. Lachapelle. Approved.

Motion proposed by Mr. Mills to add vice-chairman to checking account so that Chair, Vice-Chair, and Treasurer would all be on bond and so that routine invoices will be reviewed and paid weekly with confirmation by the full board at next meeting. Mr. Gaine seconded. Approved.

Nominating Committee Report: Committee is waiting for Trustees to meet with Trust representative to send a letter naming Mr. Mills as Edwards Trustee. Nomination of Mr. Whitney is contingent on that action.

Report of the Library Director:

Discussion of statistics provided in written report. Mr. Mills would like Mr. Carlisle to advise Trustees what statistics he needs to bolster support for library. Ms. Urell has completed the Financial Report for State Aid. The library budget FY04 does not meet the minimum requirement for municipal funding. Ms. Urell has forwarded the petition for a Waiver of the Municipal Appropriation Requirement to Mr. Carlisle for documentation. She will submit it to the Board of Library Commissioners when Mr. Carlisle completes his part of the application.

Request was made by a patron to sell copies of her book in the library. Director does not recommend selling book because it is not a book that is about Southbridge nor is it published by a nonprofit Southbridge organization. Mr. Gaine moved not to sell book; Mr. Mills seconded motion. Trustees voted not to sell book in library.

Old Business: Mr. Mills doesn't know what if any agreement exists between Old Sturbridge Village and the library about the reproduction rights to Globe Village painting. Mr. Mills recommends informal discussion with Beverly Sheppard about it.

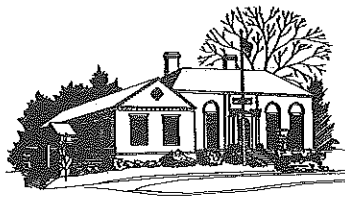
Ms. Urell asked if Trustees had a policy about lending books to residents of decertified communities? Trustees don't recall a policy. Ms. Urell asked if discussion could be deferred until after a Directors' Roundtable addressing the question in December.

New Business: A new long range planning process is due at the Board of Library Commissioners by Fall, 2004. Mr. Mills proposes Trustees retreat in January with information about Edwards Trusts, endowments, accumulating capital, and annual expenses reviewed. Mr. Mills suggests that the Trustees look at their bylaws to build in continuity and stability while setting term limits. Mr. Mills suggests that a retreat would allow trustees to formalize a committee structure to include a Finance committee, Personnel committee, and Programs and Facilities committee. Ms. Muschler clarified that for planning the Trustees retreat three hours would be spent on Trustees matters and finances and one hour to get someone skilled to facilitate a long range planning process. Ms. Urell will inquire about planners for library long range plans and will bring suggested names to Trustees.

Meeting adjourned at 4:05 p.m.

Submitted by Ruth Urell, Clerk of the Trustees





Jacob Edwards Library

November 20th, 2003 3:30 p.m. Trustees' Minutes

Call to Order: Vice-Chairman Muschler called meeting to order at 3:40 p.m.

Attendance: Ms. Dacoles, Ms. Muschler, Mr. Lachapelle, Ms. Urell, Mr. Gainé

Chairman's Report: Trustees are planning welcome dinner for newest Town trustee (Mr. Whitney has been proposed) and Mr. Lachapelle. Please advise Ms. Muschler of availability for the week of December 1 – 5th.

Secretary's Report: Minutes of October meeting approved. Ms. Dacoles, Mr. Lachapelle

Treasurer's Report: Written report attached. Mr. Mills moved, Mr. Lachapelle seconded. Approved.

Approval of Trustees' Invoices: Invoices paid throughout month. Ms. Dacoles says she will hold invoices for thirty days before paying. Mr. Lachapelle moved. Mr. Gainé seconded. Approved.

Nominating Committee Report: Ms. Muschler reporting. Town Manager needs to receive a letter from Mr. Mills resigning from his town appointment in order to appoint Mr. Whitney to seat. Ms. Muschler will inform Mr. Mills.

Report of the Library Director:

There was discussion of the proposal by Mr. Carlisle, conveyed through Library Director, to undertake a joint project between the Town Clerk and Library to manage town documents. Trustees would like more information about project. Ms. Muschler reminded Trustees that the Library's History Room is a priority. Ms. Urell will invite Mr. Carlisle to expand his proposal at the next Trustees' meeting.

Ms. Urell conveyed Mr. Carlisle's question asking Trustees for direction in funding salary increases for staff, to be negotiated. Trustees requested additional information from Mr. Carlisle about it. Ms. Urell distributed copies of the library's FY04 town budget expenditures to date. She pointed out the shortage in funding salary line and book budget. The current balance in the library's state aid account, according to Kristin Surozenski on November 20th, is \$16,000. State Aid from FY03 (\$26,770.33) according to the Town Treasurer, November 20th, 2003, is in the cherry sheet account.

Ms. Urell apprised Trustees of a potential town hall/library staff discrepancy in holiday benefits on December 26th. Mr. Gainé made a motion: The Library employees should have the same benefits for the holiday as the town hall employees and Ms. Urell may adjust the library schedule accordingly. Motion seconded by Mr. Lachapelle. Approved.

Ms. Urell reported that she and Ms. Morrissey have been making an inventory and catalog record of some of the maps in the History Room. Ms. Urell asked for funding to begin to undertake conservation and

restoration of the maps as necessary. She is giving priority to maps of local interest. Mr. Gaine moved to recommend that Ms. Urell bring in a specialist to assess conservation needs of maps and provide estimates. Mr. Lachapelle seconded. Approved. Mr. Gaine moved to approve the expenditure of up to \$1000 to pay for professional services for the map collection. Mr. Lachapelle seconded. Approved.

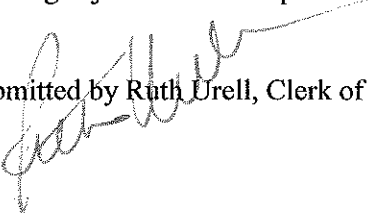
Ms. Urell distributed a draft policy on the Patriot Act and supporting documentation. She asked Trustees to read the information in order to vote on policy and procedure at next meeting.

Old Business: Ms. Muschler moved to table Long Range Planning until December meeting, when more Trustees would be present to set a date to begin.

New Business: Mr. Lachapelle reported on a meeting he attended in October sponsored by the Board of Library Commissioners. Ms. Muschler asked him for copies of handouts from the meeting.

Meeting adjourned at 4:25 p.m.

Submitted by Ruth Urell, Clerk of the Trustees

A handwritten signature in cursive script, appearing to read 'Ruth Urell', is written over the typed name in the signature line.

Jacob Edwards Lib. Trustee Meeting
11-20-03

	<u>11/20</u>	<u>9/30</u>	
Govt.	20,328.78	20363.62	(34.84)
Savers	16,664.87	21481.63	(4816.16)
Savings	<u>31,102.60</u>	<u>31091.71</u>	<u>10.89</u>
	<u>68096.25</u>	<u>72936.36</u>	<u>(4840.11)</u>

Expenses

- B.B Produce/Flowers 34.84
- Wells Grant Books 4816.16

4851.00

Income

- Int. Sav'g 10.89

10.89

Paula Stucke 11/19/03

cc M Travinski
R. Urell
C Muschler



Jacob Edwards Library

December 18th, 2003 3:00 p.m. Trustees' Minutes

Call to Order: Vice- Chairman Muschler called meeting to order at 3:05 p.m.

Attendance: Ms. Dacoles, Ms. Muschler, Mr. Lachapelle, Mr. Gaine; Mr. Carlisle, Town Manager; Ms. Ernst, Town Treasurer; Mr. Mormino, Acting Town Accountant; Ms. Urell

Town Records Project: Mr. Carlisle reviewed the subject of Town records retention and standards that are set by the Commonwealth. Many communities experience difficulty storing and retrieving records and are unable to meet their obligations. In Southbridge, individual departments maintain records for set periods of time. Mr. Carlisle would like to see a central, unified system established to store, code, and retrieve town records. He believes that librarians have skills necessary to understand how to manage and retrieve documents. For example, Mr. Carlisle thinks a skilled person could set up a system to manage all town archives working part-time for a limited term. The Town could pay for a half-time position and the person could work with the library to develop and maintain an archival system for Town records. Document storage, access, and retrieval would be managed in appropriate formats depending on type of records and stored off-site.

Library Budget FY04: Town finances are sufficiently resolved to allow the Town to understand its current financial situation. Mr. Carlisle reported that free cash is roughly \$2.2 million with an \$800,000 surplus from FY03 funds. Mr. Carlisle is restoring services in town departments to FY03 level. The schools and library will be treated equally.

Mr. Carlisle reminded the Trustees about past discussions he has had with them about various funds that make up the library budget, including town, trustees, capital, and state aid accounts.

Mr. Carlisle is currently in collective bargaining with the town hall and library employees' bargaining unit and expects that a salary increase will result from negotiations. He would like to know how the library plans to fund a contract increase? Ms. Muschler stated that her understanding is that personnel costs are covered with town funds and that negotiated increases have been transferred into departmental accounts in the past. Mr. Carlisle responded that he set the library appropriation at \$340,907 and he expects the library to manage with that amount from the town. It's up to the Trustees to determine how to manage personnel costs and staffing levels, including staff reductions. If the Trustees request additional town funds for library salaries, Mr. Carlisle would decide whether to present their request to the Town Council. He indicated that he is not inclined to present such a request to the Council at the current time, since the Trustees have funds that could be used for an increase.

Mr. Mormino and Ms. Urell reviewed the balance in the State Aid account after a corrected journal entry was made since the last balance report in November. Mr. Mormino gave the current balance as \$42,351. Mr. Mormino asked Ms. Urell to address future requests for account balances to him.

Mr. Mormino said that donations and income from Trusts should be managed by the Town for the library. Mr. Carlisle said that a lack of information about Library Trust accounts held up the audit of Town finances. Mr. Carlisle said that he had been unaware until recently that the Library Trustees had checking

checking accounts through the Savers Coop, Sovereign Bank, and Southbridge Savings Bank. Mr. Carlisle stated that the Library Trustees should not be issuing checks against funds not in the Town's control. Mr. Carlisle said those accounts cannot stand and the funds need to go to the Town Treasurer. All vouchers for payments drawn on all accounts should go to the Town Treasurer. ^{Accountant} Mr. Carlisle told the Trustees to close the accounts and turn the funds over to the Town Treasurer. Mr. Carlisle said that State law requires that the only person who makes disbursements for the Town is the Town Treasurer and that the warrant system was set up to provide checks and balances. Ms. Dacoles said that the Trust funds are different and have always been handled differently from other Town funds. Mr. Carlisle said that was not the case; that the Town Council had accepted the trusts as gifts to the Town for the library. Mr. Carlisle is seeking to apply State law to who is the custodian of the funds, not who is authorized to expend. Ms. Urell asked if she should turn over donations to the Town Treasurer instead of the Trustees Treasurer. Mr. Carlisle said she should.

Mr. Carlisle and Mr. Mormino asked the Trustees for itemized vouchers or warrants for expenditures drawn on the funds handled by the Trustees for the past three years.

Mr. Carlisle summarized his review of Town, State Aid, Gifts, Grants, and Trust income accounts, and asked if the Trustees had other accounts or donations that he was not aware of or if there were other financial donations that have come to the Trustees recently or that the Trustees expect to receive. Ms. Muschler said that the Trustees would get back to him after discussions.

Ms. Muschler asked Mr. Carlisle if he would appoint a new Trustee since the Trustees are finding it difficult to have a quorum present for monthly meetings since Mr. Mills' resignation of his Town seat to become an Edwards Trustee. Mr. Carlisle said he was not in favor of making an appointment for the Trustees at this time.

Mr. Carlisle, Mr. Mormino, and Ms. Ernst left the meeting at 4:20.

Secretary's Report: Minutes of November meeting approved. Mr. Lachapelle, Mr. Gaine. Approved.

Treasurer's Report and Approval of Trustees' Invoices: Ms. Dacoles reported that the balance in Wells grant is \$5800 and that the Fleet endowment includes Ted Lewis, Ryan, and Grace funds. Invoices paid throughout month. Mr. Gaine, Mr. Lachapelle. Approved. *Edwards*

Report of the Library Director: Ms. Urell asked for approval of \$100 expenditure for a microwave oven for the library to replace an old broken microwave. Ms. Muschler asked if this could be donated? Ms. Urell asked for approval of a request for \$450 for children's program supplies expenditure from January through June. Mr. Gaine made a motion to approve, Mr. Lachapelle seconded. Approved.

Ms. Urell reported that she had received several names of planning facilitators and had contacted a few for price quotes. She asked to postpone review and discussion of Long Range Planning, Patriot Act, and Decertified Libraries to next Trustees' meeting.

Ms. Urell informed Mr. Lachapelle that Ms. Laporte, Town Manager's Assistant, phoned to say that he needed to be sworn in as a Trustee by the Town Clerk. Mr. Lachapelle said he will go to the Town Clerk later today.

Meeting adjourned at 4:35 p.m.

Submitted by Ruth Urell, Clerk of the Trustees

