

JACOB EDWARDS LIBRARY TRUSTEES

JAN. 6, 2005

An emergency meeting of the Trustees called by Chairman John Lachapelle, and was held on January 6th, 2005, at 3 PM in the Southbridge Room of the Library. In attendance were Trustees Lachapelle, Dacoles, Mills, Whitney, Bridgman, and Colognesi. Also present was John Degnan of the Telegram and Gazette.

The meeting was called to order by Chairman Lachapelle at 3:10 PM. Terri Colognesi was welcomed as our newest member to the Board.

DIGNAM

A motion was made by Paula Dacoles to go into executive session to discuss litigation files against the Board by the Town of Southbridge. Paul Mills seconded the motion. Mr. Degman was excused.

During the session Gary Bridgman explained the legal procedure that will occur should we go to court. He explained the main points of the suit, the process of a preliminary injunction, and the status of Superior Court.

DIGNAM

Mr. Bridgman then explained the four main contentions of the suit and measures we might take to counter these claims: To Wit:

1. Release all financial and other documents to the Town. Gary feels we should take all our records to a Photocopy business, make copies of everything, and deliver them to the Town.
2. Open Meeting Law. We should make sure to follow Open Meeting Law guidelines at all times. We feel we do make an attempt to follow the guidelines now, but be very diligent about it.
3. Deliver all improperly held funds to the Town. In Gary's opinion, all funds we now hold are properly held by the Trustees.
4. Give a full financial accounting. We have just concluded this process.

Gary Bridgman recommended that we hire Mr. Tom Scannell of a Worcester law firm to represent us in the litigation. Mr. Scannell would require a retainer of \$10k. The money could come from the Ryan estate bequest, as this is unrestricted money. After much discussion it was agreed to follow this recommendation.

At 4:10 PM we moved out of executive session. Terri Colognesi made a motion as follows:
Motion to hire Thomas Scannell to represent Jacob Edwards Library Trustees in the litigation with the Town of Southbridge, and to pay any incurred expenses and a retainer of up to \$10,000 from the Ryan account, and give him permission to settle within the four proposed orders outlined on the preliminary injunction.

The motion was seconded by Gary Bridgman. Voted in favor unanimously.

Motion by Gary Bridgman to approve funding and begin process to deliver all documents in Trustees possession to be photocopied and the copies delivered to the Town Hall, pursuant to, and following the settlement.

Motion seconded by Terri Colognesi. All voted in favor.

Meeting adjourned at 4:25 PM.

Minutes by John Lachapelle

TC moved PM second

voted & approved 1/20/05

Jacob Edwards Library Trustees
January 20th, 2005

A meeting of the Trustees was held on January 20th, 2005, in the Southbridge Room of the Jacob Edwards Library. In attendance were Trustees: Whitney, Dacoles, Lachapelle, Bridgman, Mills, and Colognesi. Ruth Urell, Recording.

Chairman Lachapelle called the meeting to order at 3:05 p.m.

Chairman's Report: Mr. Lachapelle asked Mr. Bridgman for an update regarding the lawsuit brought by the Town of Southbridge against the Trustees. Mr. Bridgman reported that the Trustees agreed to turn over all requested documents to the Town and that all the documents had been copied and delivered. A hearing that had been postponed until January 21, 2005, has been indefinitely postponed. There is a meeting scheduled to review the matter on February 4th with Mr. Bridgman and Thomas J. Scannell, Esq., for the Trustees, and Clayton Carlisle and an attorney from Koppleman and Paige representing the Town of Southbridge. Mr. Bridgman reviewed his findings on the four issues under dispute: please refer to minutes of Trustees' meeting of January 6, 2005, for details. Mr. Bridgman outlined the reasons why he believes there are no monies improperly under the control of the Trustees and he reviewed the status of local bank accounts and the endowment, including the Ryan bequest.

Treasurer's Report: Given verbally. Balance in local accounts: \$38,567.

Invoices Approved: Several invoices approved for payment. Mr. Whitney moved; seconded and approved.

Minutes: Ms. Colognesi made a motion to approve the minutes of the January 6th, 2005 meeting; seconded and approved. Minutes of December 16th, 2004, meeting were not received by all Trustees prior to meeting; tabled for approval until February meeting.

Nominating Committee: Mr. Mills reported that there are currently no candidates under consideration by the Trustees for the one remaining vacancy on the Board of Trustees. Ms. Urell recommended Father Peter Joyce for the Board. Father Joyce was an active participant in the Long Range Planning Committee and offered a valuable perspective and many ideas and suggestions for library services to the local community.

Library Director's Report: In addition to distributing copies of the annual and weekly reports, Ms. Urell reported on the American Library Association midwinter conference; various matters pertaining to the building including the elevator, HVAC, and alarm systems; the LSTA Preservation Grant proposal currently under development; and the latest circulation statistics and children's department activities. Trustees discussed various funding initiatives, including a possible audio book pilot project, and preservation issues. Trustees will spend a few minutes at the next meeting looking at the History Room, particularly the Ammidown collection so that a process for its management and disposition can be determined.

Trustees' Plaque: Mr. Lachapelle is working on updating the wooden plaque with brass nameplates honoring Trustees' service that will be hung in the Southbridge Room.

Mr. Whitney is keeping the new library website updated.

New Business: Ms. Urell asked Ms. Colognesi for a copy of her appointment paper as the newest Trustee appointed by the Bank of America under the terms of the Edwards estate.

Trustees discussed the monthly meeting times and it was decided that meetings would be held at 11:30 a.m. on the third Thursday of each month. Mr. Lachapelle will notify the Town Clerk of the change.

Mr. Lachapelle would like to review the Trustees' bylaws that were last updated in 1989. Mr. Whitney was nominated to chair a subcommittee to review bylaws; Mr. Lachapelle will also serve on the subcommittee. Ms. Dacoles made a motion to approve the formation of a subcommittee with Mr. Whitney as Chairman; seconded and approved. The committee will report its recommendations to the full board.

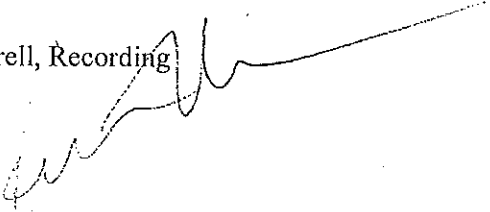
There was a discussion about who will take minutes of Trustees' meetings. Ms. Colognesi will inquire with local temporary staffing agencies about availability of a secretary per diem to be retained by the Board.

Ms. Dacoles nominated Ms. Colognesi as Vice-Chairman of the Trustees; Mr. Mills seconded. Voted and approved.

Mr. Bridgman made a motion to accept a gift to the Trustees of \$1000 for an audio-visual project from the Dirlam Morris Foundation; Ms. Colognesi seconded. Approved. Ms. Dacoles will provide a copy of the gift letter for the record.

Meeting adjourned at 4:35. Next meeting is February 17th at 11:30 a.m.

Ruth Urell, Recording



2/17/05 Trustees' meeting Minutes of part of the meeting taken by Ruth Urell

Mr. Scannell responded to Trustees' questions about agreement between Town of Southbridge and Library Trustees. MR. Scannell and Mr. Bridgman discussed the particulars about the responsibility for legal fees for the Trustees' attorney and about the Trustees' tuition reimbursement program for library employees. As it was getting late and there was a guest scheduled, Mr. Scannell and the Trustees agreed to postpone further discussion of the agreement until Tuesday, February 22, 2005, at noon.

Carolyn Noah, Administrator of the Central Massachusetts Regional Library System, was introduced and welcomed. Ms. Noah began her remarks by briefly describing the annual orientation for new trustees that the Massachusetts Board of Library Commissioners provides. Ms. Noah's general orientation is based on information in the Mass. Library Trustees' handbook that the MBLC provides for new Trustees. (Note: I've distributed copies to new Trustees and have a few extra copies available if anyone would like one. RU)

Ms. Noah described the role and responsibilities of library Trustees, board development, planning, budgeting, and advocacy.

Mr. Lachapelle would like to discuss membership in the Massachusetts Library Trustees' Association at the next meeting.

Meeting was continued at 1:30 by consensus to 12 noon Tuesday February 22, 2005.

Jacob Edwards Trustees Meeting
2/22/05 11:30am

minutes
Accepted on
5/19/05

1. Jack Lachapelle called meeting to order at 12:05pm.

2. This is a continuation of the 2/17/05 meeting:

Trustees Present- P. Mills, P. Dacoles, R. Whitney, G. Bridgman, J. Lachapelle
P. Joyce, T. Colognesi (left early)

Library Director- Ruth Urell

Tom Scannell of FA & E attorneys at Law.

- A. Further Discussion on compromise with Town 2/14/05 proposal.
Tuition Policy
Endowment Fund
Other Items

Motion to authorize Atty Scannell to continue negotiations with TOS and
Attorneys on refinements on the 2/14/05 agreement..

Motion....R. Whitney
Sec.....J. Lachapelle

All yes on motion except P. Dacoles

- B. Planning & Budget Committee
Vicechair...J. Lachapelle

- C. Other items discussed:
ECOT- passes \$200.00
Approved motion- P. Mills, P. Joyce, all.....
Dirlam/Mills check of \$1000.00 returned. Not cashed before 12/3/04 as
requested.....approved.

Meeting Adjourned.....approximately 2:30pm

P. Dacoles
2

Jacob Edwards Library Trustees

✓ accepted 4/21/05

Minutes of March 19th meeting

Meeting was called to order at 12:00 noon. Trustees present were Gary Bridgman, John Lachapelle, Paul Mills, Dick Whitney, Peter Joyce. Also present was Library Director Ruth Urell, Attorney Tom Scannel and reporter Michael Ballway of the Southbridge News.

A discussion was held on the possible makeup of the Library Director Search Committee. It was agreed that all Trustees that wish to serve on the committee may do so, and possibly someone from the Friends of the Library. Jack Lachapelle said he would ask Joan Greenburg who is the President of the Friends, to serve.

A motion was made by Paul Mills to accept the resignation of the Library Director, with our regrets. Motion seconded by Dick Whitney. So voted unanimously. All expressed their regrets to Ruth.

Tom Scannell reviewed the new proposed Settlement Agreement with the Town. Again every Trustee was disappointed that we will have to drop our employee tuition reimbursement program. A suggestion to move the last paragraph to the start of the agreement as a sort of preamble was discussed. It will be suggested to the Town. A motion was made by Peter Joyce to accept, in principle, the Settlement Agreement. Seconded by Dick Whitney. Voted unanimously by all present.

Jack Lachapelle read Paula Dacoles financial report. It was accepted on a motion by Paul Mill and a second by Peter Joyce.

It was moved to accept the expenditure of \$225.00 for the farewell party for Ruth, on a motion by Peter Joyce and a second by Dick Whitney.

A workshop for employees of the Library is to be held on Friday, March 25th, in the afternoon. The Library will close at noon. The Trustees will supply pizza for lunch. Ok'd on a motion by Paul Mills and a second by Peter Joyce. So voted.

Meeting was adjourned at 12:50 PM.

Minutes by Jack Lachapelle

Jacob Edwards Library Trustees

✓ minutes
accepted
4/21/05

*Minutes of April 7th emergency
meeting*

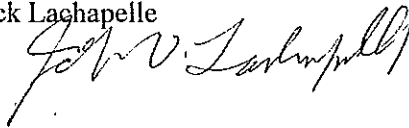
Meeting was called to order at 12 noon at the Jacob Edwards Library by Chairman John Lachapelle. Trustees present were John Lachapelle, Dick Whitney, Paula Dacoles, Paul Mills, Gary Bridgman, and Peter Joyce.

Chairman Lachapelle called for a motion to reaffirm the appointment of Thomas Clark as interim Library Director. Motion made by Paul Mills, Seconded by Dick Whitney. So voted.

Chairman Lachapelle then discussed the reason to grant Mr. Clark signage privileges to sign for the weekly payroll and vouchers due each week. Gary Bridgeman suggested that Mr. Clark be allowed to sign vouchers up to \$1000. Either the Chairman or Vice-Chairman would be required to initial any vouchers over that amount. A discussion was held on this issue. Motion was made by Dick Whitney to accept this procedure. Second by Gary Bridgman. So voted.

Meeting adjourned at 12:15 PM.

Minutes by Jack Lachapelle



Jacob Edwards Library
Trustees Minutes
April 21, 2005

✓ Minutes
approved
5/19/05

1. Meeting called to order at 12:00 noon – J.Lachapelle
2. Attendance

J. Lachapelle
R. Whitney
P. Dacoles
G. Bridgman
T. ~~Walker~~ *Clark*

3. Chairman's Report

- A. Discussed Trustees Symposium of April 9th - a Mr. Peter Sturgis, speaker, will answer any legal questions for libraries.

- B. Budget – Fy 2006

Submitted 4/14/05 to Town Manager

\$377,794 Detail

17,000 Trustee Fy 06

8,500 Trustee FY 02

25,000 State Aid Est.

\$428,294

Budget does not include Teen Outreach Position – but will be included next year.

Approval: Whitney, Bridgman, and all.

- C. Placques – Lachapelle working on

4. Treasurer's Report

A. Bal 4-21-05 \$37,614.12

Expenses 583

Urel Rotary 149

Ins. 150

Urel Rec. 284

Income 45

Int 5

Ins 15

Donation 25

Approval: Whitney, Bridgman and all.

- B. Invoices/ Requests

C.

MLA Conference –Morrissey \$320.67
Approval: Whitney, Bridgman and all.

D. Money transfers of Southbridge Trustee Accounts to Flagship Account . To be done with M. Ernst, Town Treasurer, next week

5. Minutes

- a. Feb 22 Dacoles, Whitney and all
- b. April 7 Dacoles, Bridgman and all
- c. March 22 to be approved at 5/19/05 meeting

6. Committee Reports

- a. Search- Library Director – have received 1 resume
- b. Bylaws
Lachapelle and Whitney are working on bylaws

7. Library Director's Report

- a. Discuss organization Chart
- b. Discuss job descriptions
- c. Misc.

8. Old Business

- 1. Minutes to be in Library Director's office
- 2. Library Signs –Lachapelle working on
- 3. Landscaping to be discussed on 5/19/05 meeting

9. New Business

- 1. Revision of library policies to be done with new Director

10. Adjourned at 1:50pm

Respectably Submitted

Paula Dacoles
5/19/05

✓
adjusted minutes
accepted 6/20/05

Jacob Edwards Library
Trustees Minutes
May 19, 2005

A. Meeting called to order 12:08pm

B. Attendance

T. Colognesi	J. Lachapelle
P. Dacoles	R. Whitney
P. Joyce	T. Clark
G. Bridgman	P. Mills

C. Financial Director

1. Financial Report - Bal[#]37,235.14
In Local Banks
2. Presented report on bank transfers to Flagship.
T. Colognesi, J. Lachapelle and all

D. Minutes approval

- 2/22/05 Emergency P. Dacoles, P. Joyce and all
- 4/21/05 - R. Whitney, J. Lachapelle and all

E. Search Committee

1. Committee consists of: T. Colognesi, G. Bridgman,
J. Lachapelle, R. Whitney, R. Chernisky
2. Terms- List of questions etc have been discussed
3. Had 2 resumes
4. R. Chernisky – Town Council Rep

F. Bylaws Committee

1. Tabled for further discussion

G. Library Director's Report

1. Library Director submitted Monthly Report
2. Will review library organization chart
3. Signs – large project, will wait for new Director
4. Landscaping
 - *DPW's plan for Library
 - *J. Lachapelle would like to pursue with blueprint, etc

H. Other

1. Meeting dates to be the third Monday - P. Joyce, T. Colognesi and all
2. Discussion of length of period for Town appointees of Trustees - 3 years
3. Placques to be completed the week of 5/27/05 per J. Lachapelle
4. Discussion on press release now that agreement is in
5. Budgets 2006 - J. Lachapelle to contact Town Manager for line costs on budgets and the \$20K. first time for fuel in our budgets
6. Transfer of \$17K to Town discussed. Trustees recommended that it be kept in our funds - JE Trustees - and we will approve vouchers for it. J. Lachapelle to notify Town Manager

~~4.~~ Certification by ~~Commissioner of Budgets~~ to be verified by T. Clark
5(6). Board of Library Commissioners - inquiry to be made by

Meeting adjourned @ 1:25 pm

Respectfully submitted

Paula Dacoles

A. Meeting called to order @ 12:08pm

B. Attendance:

G. Bridgman
T. Clark
T. Colognesi
P. Dacoles
P. Joyce
J. Lachapelle
P. Mills
R. Whitney
~~Friends President~~ Joan Greenburg

C. Finance

1. Bal 6/20/05 as follows:
Sov. 6024.41
Savers 83.38
Flagship 40934.05
Total 47041.84

TC-PJ- ALL

2. Approved Legal Invoice

Final Balance of \$6030.

Voucher submitted to TOS on 7/6/05.

3. Approved invoice to Jack Lachapelle \$63.00.

Voucher submitted to TOS on 7/6/05

4. Approved Morin Jewelers invoice of \$59.95.

Voucher submitted to TOS on 7/6/05.

All above approved by TC-PJ-all

D. Minutes of 5/19/05 approved - TC-PJ-all

E. Director Search

Presentation by TC

1. 3 finalists to be interviewed: Clark-Patterson-Wakely

2. Each Trustee to submit 2 questions to TC.

F. Bylaws Committee—tabled for further discussion.

He then passed out a sheet identifying five target areas with consequent goals that had been culled from the Long Range Plan as a direction for his service to the library.

- ❖ The first of these is the area of marketing. James identified that there is a need to have a concerted effort approach, much like businesses do, to increase our client base which could be drawn upon at budget time. In an effort to increase circulation, he shared that many small libraries like ours who do not have branch offices consider an 'electronic branch' by beefing up a website. He recommended this for our consideration.
- ❖ In the areas of programming, James articulated that we need to broaden and deepen our programming. He feels that JEL does well in the area of cultural arts with programs for music, etc, but could expand its base by events that would explore financing and budgeting issues for an example. Gary asked how one would assess that as a goal. James identified that Margaret does the lion's share of the programming and does a great job, especially considering her workload. He will try to include other staff to share in programming and draw on their interests and talents. He offered the Board that in about six months we would be able to see a change in the diversity of programs that would be offered by the staff as a team.
- ❖ He identified that the Board's goals could be to update policies and explore other funding options.
- ❖ His fourth area is to increase membership numbers and activity among the Friends of JEL. James informed us that there are 135 members on the rolls, but at the book sale recently there were only 4 or 5 active members who provided amazing work over the course of the day. Jack identified that the Board has sources of funding for programs as well so that the Friends wouldn't need to be pressured to come up with all of it. James explained that many authors now require an honorarium of three or four or twelve thousand dollars. As a result, many libraries are investigating other venues of programming that are more cost effective and still provide interesting events for their libraries. James also wants to investigate other venues that would increase revenue with the same or less effort than the Friends are currently investing.
- ❖ The last goal James identified was JEL's collaboration with the Southbridge School system. After a few misdirected efforts, James has been able to make contact with school officials who seem interested and eager to collaborate; it looks promising with a new superintendent and principals in place. Jack shared that he had met the new superintendent at the Town Hall and the encounter left him the impression that she was interested in a collaborative effort between the schools and JEL. Paula offered that the new curriculum director might be a helpful contact as well. James identified that the issues facing JEL and the schools are not unique to Southbridge, but ones faced by many libraries in our area. Contact with other libraries in our region might yield other ideas and information. James then returned to his first issue of marketing and he highlighted how it needs to be addressed, and hopefully from a broader perspective. James' concern is that the library is too quiet. There is an overflowing that is happening after school, but for a library and community of our size, the door count needs to come up. Jack shared that he had been to a seminar which promoted the idea of selling the experience of a library to get people to come. He identified that it was John Arnold of the Mass Library Board of Commissioners who had done the presentation and might be a helpful contact or consultant. He pointed out that we

need to move people's perceptions beyond the former strict silence to one of libraries as being friendly places for sharing knowledge and learning. James pointed out that every project given to a staff member reduces their availability to provide service to patrons face to face. He wants to look at a larger interaction to promote involvement on all level --the Friends, the Board, adult services, children's department, and so on. He feels that JEL has all the right stuff to do great things and the right marketing plan can really make JEL an engine for the area. As a result of the book sale and the traffic he witnessed all day, he senses that JEL is in the perfect location and has a lot going for it. Paula asked James to come up with some proposals to bring to the Board at the next meeting for our consideration. James agreed to do so.

Moving to the area of technology, James raised a need for technical services for some difficulties with the computer system. He questioned who to approach and how about requisitioning technical services; he knows from previous invoices a consultant who has worked on the system before and probably knows the system the best in order to fix some minor glitches without it being a large cost. The Board questioned if this would fall under the purview of the town system, given that a substantial amount of money had been invested in the town network. James identified that it was in-house issues regarding the reserving of books and passwords and the need to establish more security firewalls. When asked an estimate, he guessed it was more like a couple hundred dollars than thousands to get it fixed. The Board recommended that he come back at the next meeting with a proposal. The consensus was that this is probably part of the budget, but it would be looked at in order to see what could be afforded once we had a proposal. James shared that the budget is a learning curve in a new system. He mentioned that since the library is part of a larger intra-library system there is the requirement to return books to libraries outside of MA according to that library's specifications, sometimes this requires a special mailer and using UPS rather than USPS. He has a meeting at Town Hall to help identify where the financial officers want some budget items placed; as he pointed out, it is better to ask now and learn what they want and where rather than find out next spring that it has been handled contrary to their wishes for the better part of the year.

Next, James brought up a possibility for a relief effort for Hurricane Katrina areas. The ALA is sponsoring an adopt a library program for those areas ravaged by Katrina. It could be as involved as collecting books or simply fundraising. In staff they had discussed that with the large number of French-Canadians in Southbridge that we could petition for a library in one of the Louisiana parishes. Not much can be determined as yet since none of the libraries are open or functioning, but before pursuing it further, he asked for some guidance from the Board. It was felt investigating the possibilities would be good for many reasons. Gary moved the JEL pursue adopting a library in connection with the Hurricane Katrina relief efforts. Jack asked that we pursue it to get a handle on the specifics. Paula seconded; vote was unanimous.

The second item regarding Hurricane Relief efforts is that October 24-30 is Library Hurricane Relief Week. Libraries are being asked to donate all fines from the week to be contributed to relief efforts. Jack explained that the fines are part of the budget controlled by the Town Manager. James agreed to speak to him about it; the Board as a whole endorsed the concept.

The last discussion item for James concerned dues to various associations and where they belonged in the budget. Jack shared that some are part of the budget, some are taken

from Trustee funds. James wondered if it was just for the Director or for other staff also. Discussion seemed to reach the consensus that any seminar or workshop attended by staff was ultimately for the good of the library and should be encouraged and funded by the Board; the concern being a sense of fairness among staff personnel. James shared he already had some staff in mind for different venues and would follow up with proposals for the Board.

He also shared that he had been in contact with the CMRLS who had set up a meeting to help explain the different grants and requirements to James. He had touched base with the Sturbridge Library Director who expressed interest in collaborating on some programming and would meet with the Milford Library Director since the libraries have similar issues and needs. The Board offered that once the Charlton Library completes its expansion and renovation there might be some interest in collaborating as well. A suggestion was made for the JEL Board to make a donation. It placed under new business.

9. Under new business, Jack asked that members review the proposed bylaws and contact him by email for any changes or revisions. He would touch base with Dick before the next meeting in the hope that a final version could be presented and approved so that it could be moved from the agenda.
10. Jack returned to the item raised during the Library Director's report and invited discussion on making a contribution to the Charlton Library Renovation Fund Challenge Grant. The Board felt that it would be a positive community gesture between the communities. Paula made a motion to contribute \$250 to the Charlton Library Renovation Fund Challenge Grant. Gary seconded, all in favor.
11. Items concerning the signage and landscaping of the building were tabled to the next meeting in the interest of time.
12. Gary shared a concern that the previous Library Director had not been evaluated and that in with James and his presentation at the meeting there was a basis to consider goals and a means to evaluate his performance that would be helpful for budget discussions in the future. The discussion was favorable on the initial job performance of James and the impression that he makes in addressing the issues and defining staff roles and identifying goals for JEL.
13. At 1:20 PM, Gary made a motion to adjourn, Jack seconded, all agreed.
Next meeting: Monday, October 17, 2005 at 12 Noon.

Respectfully submitted,
Peter Joyce
Secretary pro-tem

**BOARD OF TRUSTEES
JACOB EDWARDS LIBRARY**

Minutes of Meeting of July 18, 2005

Meeting called to order by Chairman Jack Lachapelle at 12:05 PM

Attending were Trustees Gary Bridgman, Richard Whitney, Fr. Peter Joyce, Terri Colognesi, Jack Lachapelle and Interim Library Director Tom Clark.

Chairmans Report. Chairman Lachapelle requested the Board make a donation to the Cystic Fibrosis Foundation in memory of Corrina Pena's daughter who recently passed away. Motion made by Gary Bridgman, second by Peter Joyce to donate \$200. Motion passed unanimously.

No Financial reports were presented due to absence of Paula Dacoles.

No minutes were ready for approval for the same reason.

Search Committee Report. Terri Colgnesi expressed hope that all the details pertaining to Mr. Pattersons' contract would be in place by the 27th of August so that Council approval could be attained on that date. Gary Bridgman moved that Mr. Carlisle be contacted by the Chairman and ask him to please speed up the process so we don't lose Mr. Patterson. Motion seconded by Peter Joyce. Motion carried. The Chairman did contact Mr. Calisle and was assured that all was being done as expeditiously as possible.

A new internet policy was presented by Mr. Clark. A motion to approve was made by Dick Whitney and seconded by Terri Colognesi. Some discussion was forthcoming and a bit of rewording was done. The policy was then accepted.

The Library Director read his monthly report and announced that a new page was hired to assist Sue Chaplin in the Tech. Services area. The new Organizational Chart was presented and discussed. No action taken.

Next meeting to be held on Sept. 19th, skipping the month of August. Meeting adjourned at 1:25 PM.

Minutes prepared by John Lachapelle

Jacob Edwards Library Trustees
Board Meeting Minutes
September 19, 2005

1. The meeting was called to order by chair, Jack Lachapelle at 12:15 PM.
2. In attendance were Trustees Jack Lachapelle, Paula Dacoles, Gary Bridgman, Peter Joyce, and James Patterson, Library Director. Terri Colognesi provided notice of a commitment to be excused from the meeting.
3. Jack provided the Chairperson's report that a notice had been received from the Town government requesting copies of the Board's minutes once they have been approved. It was agreed to do so.
4. Paula provided the Finance Director's Report. The balance for 06/05 was \$47,041. With interest from the Edwards Trust of \$1,600 and the Flagship interest account at \$106 with a stop check fee of \$20, the balance for 09/05 is \$48,728. Paula informed the Board that she had made arrangements with Mindy in the town office to have her mail the Flagship bank statements to her home in the future. Paula also shared that the town had contacted her regarding an annual report. She explained that it was expected the town would complete that since they took over the finances in May, and now they have all the paperwork. If there is a problem, they will contact Paula so that she can help them complete the report.
5. Paula made a motion to accept the minutes of the meeting from June 20th; Gary seconded; the vote was unanimous. Paula made a motion to accept the minutes of the meeting from July 18th; Gary seconded; the vote was unanimous. Jack offered to see to it that copies were brought to Town Hall following the meeting.
6. Committee Reports on the Bylaws was moved to New Business.
7. Jack explained that Margaret Morrissey is in contact with the Prokos family regarding the arrangements for the chair that they donated to the library. A plaque has been prepared; we are waiting word on a reception to acknowledge the family's gift. Peter asked if had been decided where the chair was to be placed; no decision has been made.
8. For the Library Director's report, James began by expressing his appreciation to the Board for hiring him as Director. He had begun to meet with different community leaders and felt it was going well.
James articulated what he felt at this point from his observations were the strengths and weaknesses of JEL. The strengths are obvious in the dedication and competence of the staff, the size and quality of our print collection, and the beautiful facility of JEL. The weaknesses are less obvious, but they are there. One involves our non-print collection and its limitations, the other is that the design of the facility tends to isolate and segregate staff and their responsibilities. James sees a need for staff to work on a team approach as well as bringing consistency to services provided between full & part time staff members.

9. The members present reviewed and discussed the bylaws and revisions. Jack offered to take the recommendations and revise them to reflect these changes, he would then pass them by the LD with the hope that they can finally be approved at the November meeting.
10. Jack had spoken with the LD concerning the signage and the landscaping. James feels that there are already too many signs. He wants to review and revise the proposal, hoping for fewer signs and a cost savings. In addition, he questions that the design for the landscaping would require hiring a gardener and wants to meet with Hamer Clark and discuss a simpler, less elaborate design, which would also be cheaper. With the savings from these two areas, the LD would like to investigate and present a proposal for different furniture that would be softer and more comfortable for the reading room.
11. Paula had communicated to the Board a desire to discuss a newspaper article that pertained to the settlement between the Town and JEL Trustees. A couple Board members shared that they could not link to the article and had not seen it. A discussion followed on whether to respond or not. Jack explained that while we had a prepared press release as part of the settlement, it was not used. The Town Manager presented it to the press who were uninterested. It was then discussed whether it would be better to submit it as a letter to the editor or send the release to the T&G to see if they would print it. The resolution was that Gary would research a copy of the press release in the settlement, Jack would contact the media, submitting it as a press release to the T&G and as a letter to the editor to the Southbridge Evening News. Once that is done, the Board feels it best to move on and drop the issue.
12. At 12:40 PM, Terri made a motion to adjourn, Gary seconded; all agreed.

Respectfully submitted,

Peter Joyce

Jacob Edwards Library Trustees
Monday, October 17, 2005

1. Jack called the meeting to order at 12:04 PM.
2. Attending were Gary Bridgman, Terri Colognesi, Peter Joyce, Jack Lachapelle, and Dick Whitney.
3. Jack shared a letter that he had received from Ron Chernisky as chairman of the Town Council reminding all town committees of the need to adhere to the principles of Chapter 39 Section B regarding open meetings. Specific concern was directed to the need to not discuss town employees at an open meeting, but rather during executive session. In addition, any employee under discussion is to be notified and if she or he chooses to be in attendance at said discussion. Clarification was made that this was a general letter sent to all committees and not specifically for any transgression on the part of the trustees.
4. Jack reminded the Board of a meeting the following Saturday in the Pioppi room for community planning.
5. There was no Financial Director's report.
6. Concerning the minutes of the meeting on September 19, 2005, Dick informed the Board that he had trouble with his email and had tried to give notice that he would be unable to attend and had asked to be excused. Gary motioned to accept the minutes, Terri seconded; all in favor.
7. The Library Director (LD) had submitted a written report in his absence. The Board's discussion of the report was to recommend consideration of a jazz evening for one of the cultural nights. Dick was encouraged to see that the website was a concern of the Director. Dick mentioned that he had reserved the ownership of the address and reiterated that it is critical that JEL have a sight specific to the library form the town managed website. Gary added that he hoped the site could be interactive and more than just a pretty site. He mentioned that the Board could consider some of the private funds to help enhance the site to make it more user friendly and attractive for patrons to use JEL. Dick agreed and asked for consideration of paying for profession development of the site and then to realize that with that investment there would be a need for ongoing maintenance. That raises the question of whether it could be managed in house or we would need to continue with third party billing.
8. Jack shared that the Sate Aid requisition for 2006 had been filed on Friday and that it seems that all parties are now in agreement on the funds and allocations for the coming year with regard to previous years' statements.

**Jacob Edwards Library
Minutes Nov. 21, 2005**

Meeting called to order at 12:10 PM.

In attendance were trustees Gary Bridgman, Paula Dacoles, John Lachapelle, James Joyce, and ~~Dick Whitney~~. Also present was Library Director James Patterson.

The Chairman, John Lachapelle, announced the receipt of the resignation of Paul Mills as Trustee. A motion to accept the resignation was made by Paula Dacoles, and seconded by Gary Bridgman. So voted.

A discussion ensued regarding a replacement for Mr. Mills. He had made a recommendation on his replacement. It was agreed to pursue that person. The Chairman will contact her and find out if she is willing to accept the position, and then present her name to the Bank of America as this is a bank appointed position.

The Chairman proposed a reception be held to honor Mr. Mills for his 27 years of service to the JEL Board. All agreed to this suggestion. A motion was then made to rename the Southbridge Room at the Library to the Paul Mills Room. Motion made by John Lachapelle, seconded by Paula Dacoles. So voted.

It was suggested by the Chairman to hire a recording secretary to take minutes at the meetings. Gary Bridgman to inquire if his secretary would be interested.

The minutes of the October 17th meeting were approved on a motion by Gary Bridgman and a second by Peter Joyce.

The Directors Report was read by James Patterson. Attendance at the Library has been increasing, especially in the number of inter-library loans. Prospects for the future are bright. A new copy machine is needed. The Town Manager has approved spending up to \$15k for a new one. Some discussion was held regarding whether his approval was needed for spending this money as we supposedly have control over it. A discussion also followed about getting a multi-purpose copier, that could be tied into making copies from the public use computers as well as standard copies.

Two information centers have been established to improve the dissemination of brochures to the patrons.

The staff are reviewing the subscription list to improve its usefulness to our patrons. A bid has been submitted for a vendor.

A discussion on a new website followed. Several website designers will make proposals.

A display and Art Exhibit policy to be implemented. The Board gave approval to pursue implementing this policy.

A motion was made by Peter Joyce and seconded by Gary Bridgman to fund a number of professional memberships for the Director and Staff. These would be over and above any memberships now paid for out of the Town budget.

The meeting adjourned at 1:50 PM.

Jacob Edwards Library

Board of Trustees

Minutes of Dec. 19, 2005

The meeting was called to order at 12:10 PM.

Present were Trustees, Paula Dacoles, John Lachapelle, Dick Whitney, Fr Peter Joyce, and Terri Colognesi. Also present was James Patterson, Library Director.

There was no Chairmans report.

There was no Financial report.

Chairman Lachapelle and Director James Patterson presented a proposed new budget for fiscal year 2006-2007. The proposed new budget is almost level funded from this years budget except for necessary increases in payroll, due to merited increases and an increase in part time salaries. The bottom line shows an increase of \$27k. Paula Dacoles made a motion to accept, and a second by Peter Joyce. So voted.

A discussion followed about the Trustees financing a part time position of Youth Services Librarian. This position would be from about 1PM to 5PM, 5 days a week. It would last until the end of the school year, when it would be evaluated. If successful, the Trustees will try to sell the Town on funding this position in the future, perhaps as a joint venture with the School Dept. A motion was made by Peter Joyce to create this position, seconded by Terri Colognesi. So voted.

A Display and Art Exhibit Policy was presented to the Board by James Patterson. The members will read through this policy and will vote on its acceptance at the next meeting.

A list of Proposed Professional Organizational Memberships was presented to the Board. In lieu of educational benefits, it was voted to fund these memberships for the Staff of the Library on a motion by Terri Colognesi and second by Paula Dacoles. So voted.

The Staff is going to have a Training Session during the months of Jan., Feb., and March. The Trustees voted to fund a lunch for the Training Session. Motion by Terri Colognesi, second by Paula Dacoles. So voted.

Next meeting to be held one week later due to MLK holiday.

Minutes by John Lachapelle

Jacob Edwards Library Trustees
BY-LAWS OF THE BOARD OF TRUSTEES
OF THE JACOB EDWARDS LIBRARY

Article I : The name of the organization. This organization shall be called the Jacob Edwards Library Board of Trustees.

Article II : Mission Statement. The Jacob Edwards Library enjoys a rich legacy of excellent service and is committed to the promotion of reading, education, literacy, culture and lifelong learning for persons of all ages in the Southbridge community.

Article III : Membership.

Article III. Section 1: Categories.

III.1.a. Membership to the Board of Trustees shall consist of the following categories:

* **Town appointments:** Three Trustees appointed by the Town Manager and confirmed by the Town Council for three year terms. Appointments are staggered so that no two terms will expire in the same year.

* **Trust appointments:** Four Trustees appointed annually by the Bank of America, Trust officers for the Hannah, Grace, and Robert Edwards bequests.

* **Clerk (non-voting):** An honorary member appointed by the Board of Trustees to serve as recording secretary. This position may be filled by a Trustee.

* **Library Director (non-voting):** The Library Director should sit in and make recommendation to the Board at all meetings.

III.1.b. All categories except clerk are voting Members with equal voting powers.

III.1.c. In the event a Trustee resigns or fails to attend three consecutive Trustee meetings, without a valid excuse, the Board shall petition the Town of Southbridge or the Bank of America (as appropriate, depending on membership category) to have a replacement appointed to serve for the duration of the unexpired term.

Article III. Section 2 : Year. The membership year shall be the Library's fiscal year, beginning each July 1.

Article III Section 3. Voting. Each Trustee shall have one vote. Issues requiring a vote shall require a simple majority of voting members present to pass. Voice votes are acceptable unless a show-of-hands vote is specifically requested by a voting member.

Article III Section 4, Meetings.

III.4.a. Regular meetings of the Board of Trustees shall be held in the Library at a date and time to be decided at each years Organizational Meeting. Meetings must be held at least once a month, except that July and/or August may be omitted.

III.4.B Special Meetings may be called by the Chairman, and shall be called by him at the request of any three members.

III.4.c. The order of business at any regular meeting shall be as follows:

* **Approval of the Minutes of the previous meeting(s).**

- * Report of the Chairman.
- * Report of the Finance Director.
- * Reports of any special Committees.
- * Old/unfinished business
- * New business
- * Library Director's Report

Article III. Section 5: Notice.

III.5.a. Trustees shall be reminded of regular meetings in writing, by phone, or by Electronic means at least 4 days prior to the meeting.

III.5.b. Trustees shall be notified of special meetings as soon as possible by the aforementioned means.

III.5.c. All meetings shall be posted at the Town Hall to abide by the Open Meeting Laws

Article III. Section 6. Quorum. Four members shall constitute a quorum of the Board of Trustees. An issue may be passed by a simple majority of the Trustees present at any meeting which has a quorum. Discussions may be held at a meeting that lacks a quorum but no binding vote may be taken.

Article IV: Governance.

Article IV. Section 1: Officers. The following officers shall exist:

* Chairman: The chairman shall preside at all meetings of the Board of Trustees unless another officer is specifically designated. The Chairman appoints members and serves as an ex-officio member to standing and ad hoc committees.

* Vice-Chairman: The Vice-Chairman shall assume the duties of the Chairman if that person is unable to perform his (her) duties due to absence or illness for a temporary period.

* Financial Director: The Finance Director shall be responsible for maintaining appropriate records for the Library Trust Funds and shall direct the Town Treasurer in the expending of Trust Funds and Endowment accounts at the direction of the Board of Trustees. The Financial Director shall keep such records as are necessary to inform the Trustees of their financial obligations and the status of the funds, both on a monthly and yearly basis. The Financial Director shall prepare any annual reports as the Trustees are obligated to file.

* Recording Clerk: The Recording Clerk shall take minutes at all monthly meetings and special meetings of the Board, shall maintain organizational files and documents, keep the calendar of meetings, insure all meetings are posted under Open Meeting Laws, insure minutes are available at the Library for anyone to examine and other such duties as the Board may require.

Article IV. Section 2: Elections. The officers shall be elected annually by ballot or voice vote at the first meeting following the appointment of new Trustees by the Town of Southbridge.

Article IV. Section 3: Committees. The Board of Trustees shall establish ad hoc and

standing committees as required. One such committee shall be the Nominating Committee. This committee shall seek candidates for Trustees and make recommendations to the Town Manager and to the Bank of America for openings as they may occur.

Article V: Appointments.

Article V. Section 1: Library Director. The Library Director shall be appointed by the Board of Trustees subject to confirmation by the Town Manager and Town Council and have a term of service as determined by contract. The Library Director and Town Manager shall negotiate the terms of this contract.

Article V. Section 2: Recording Clerk. The Board of Directors shall appoint a recording clerk.

Article VI: Library Management. The Library Director shall, under policies established by the Board of Trustees, have the general charge, management, and control of the Library. In the absence of the Library Director, the Head of Adult Services Librarian shall perform the duties of the Library Director.

Article VII. Regulations: Policies governing the operation of the Library may be made as required by the Board of Trustees. Copies of such policies shall be kept by the Library Director.

Article VIII. Hours: The library building shall be open on such days and during such hours as the Board of Trustees shall from time to time determine.

Article IX. Expenditures: Bills for expenditures to be paid for from Trustee controlled funds, shall be authenticated by the Library Director, okayed by a majority of the Board of Trustees and delivered to the Town Accountant by the Financial Director. In the absence of the Financial Director, the Chairman of the Board shall be authorized to fill the duties of the Director.

Article X. Amendments. These by-laws may be amended at any regular meeting of the Board by a vote of the majority of the total members of the Board, i.e. (at least 4 members if all positions are filled). A notice of such meeting shall have included a statement of the proposed amendment.

Article XI. Parliamentary Procedure. In questions of procedure, Roberts Rules of Order shall apply when not in conflict with these by-laws.

Bylaws modified on ; November 1989
November 2005