

## **TRUSTEES MEETING**

**TUESDAY, DECEMBER 20, 2011**

## **REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**

### **Technology**

Working with vendors on getting the Scanpro 2000 microfilm reader printer in place. Dell computer, C/WMARS for port access. Date for migration of the integrated library system has once again been put back – to late February 2012, as of now. In the interim, library staff is busy working on weeding the collection, reviewing the catalog and generally preparing for the migration. In January we will start a retrospective barcode project in preparation for the Scan-To-Light technology, whereby the courier drivers can scan barcodes with a handheld device. The device to generate the barcode is being rented from the Massachusetts Library System. This project will make the appearance and placement of the barcodes uniform across the state!

### **Building**

The state inspection of the elevator has been completed. The annual fire test was completed on November 16. HVAC company was here again to work on the heating in the Pioppi Room. Fire test was successfully completed. Elevator passed state inspection but since then we had an issue with the light. An upgraded light has been installed by DPW. National Grid did a follow up on the energy upgrade installation and will contact Prism Energy regarding the two malfunctioning ballasts that had been previously reported by me.

### **Policies**

Review WiFi

### **Library Programs**

The regular weekly children's programs are Tuesday (Story Hour) and Wednesday (Crafts) mornings and Thursday (Theatre) afternoons. A new program is being added to our portfolio in January and will be presented by a qualified occupational therapist on movement and stretching for preschool children and younger and their parents.

### **Outreach**

I met with Barry Davis, Public Access TV to discuss mutual goals and future recording of programs. In the New Year, we are hoping to receive better coverage in the public access channel and in the local newspaper. Posting to social networking sites and on the JEL site is proving more successful.

### **State Aid**

The Massachusetts Board of Library Commissioners notified us that JEL is certified for state aid for FY2012. For FY 2012 there will be two State Aid to Public Libraries award payments. Payment one is for \$10,991.94. The second payment will be sent by the last quarter of the current fiscal year. Total payment is anticipated to be \$21,983.88, which will be a decrease of \$458.29 from the previous year.

### **Digitization**

The grant application to Boston Public Library for free scanning services has been approved. The library will submit the Southbridge High School Yearbook collection for digitizing.

Cataloging will be done in-house. Future applications for digitizing the newspaper collection and company newsletters are planned.

**Staff**

Seth Perrin, a student at Southbridge High School has joined the staff as a Library Page.

**Meetings**

Attended the following meetings Friends of JEL, MA Library Assoc. Social Networking, Parents Support Network WCAC. Digital Commonwealth. I have been invited to join the ASPIRA of MA board in January. Met with a local resident who is considering attending library school. During the week I also completed two national library surveys.

The library was a collection point for Southbridge Community Connections Food Drive, US Marine Corp Toys for Tots and had the seasonal display and booksale for the Friends of Jacob Edwards Library.

**Library Legislative Breakfast**

The Jacob Edwards Library is honored to be the site of one of the Library Legislative Breakfasts across the state. The Southbridge event will take place on Friday, February 17, 2012, from 8 a.m. to 10 a.m. All welcome!

**DECEMBER 2011**

	Joni Metras – Card Extravaganza	During Library Open Hours	Main Hall
Tuesday 27	Chess with Adam and Ben Piche	2 p.m. – 4 p.m.	Pioppi Room
Wednesday 28	Crafty Wednesday	All Day	Children’s Room
Wednesday 28	<b>Book Signing</b> The 39-Mile Path of Destruction by J. T. Carruthers	3 p.m. – 4 p.m.	Reading Room
Thursday 29	Recycling is Fun with Kim Grant	2 p.m. – 4 p.m.	Pioppi Room
Library Holiday Closed	December 23 at 4 p.m. through December 26 inclusive January 2		

**JANUARY 2011**

Thursday, 5	Artist Reception Madeline Proulx memorbilia	6:30 p.m. – 7:30 p.m.	Main Hall
Monday 9, 23, 30	Inkwell Imaginings	6 p.m. – 7:30 p.m.	Mills Room
Tuesday 3, 10, 17, 24, 31	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 3, 10, 17, 24, 31	Anime for Teens	3:10 p.m. – 4:30 p.m.	Pioppi Room
Thursday 12	Library Box Office: <i>Alamar</i>	6 p.m.	Pioppi Room
Thursday 19	Book signing Jim Fay	6:30 p.m. – 7:30 p.m.	Reading Room
Thursday 26	What you can do as a Parent About Bullying With Sarah Cavanaugh Ferguson	6:30 p.m. – 7:30 p.m.	Reading Room