

## **TRUSTEES MEETING**

**TUESDAY, JUNE 19, 2012**

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

#### **Technology**

The new copier/printer/scanner has finally been installed. The delay was due to issues with third party software compatibility. Staff met with representatives from Envisionware (time and print management) to discuss current services and an overview of available products. The two computers supporting the OPAC (catalog) need to be upgraded and it is hoped to buy two new computers for internet access and re-purpose those being de-commissioned for the OPAC stations.

#### **Sort To Light**

Waiting to complete the project when the machine becomes available.

#### **Integrated Library System**

The Millenium ILS system was shut down on Friday, May 25<sup>th</sup> and on Tuesday, May 29 the library opened using the new Evergreen system. Overall, considering the magnitude of the transition, it has been successful. There are some bugs that are being worked on and will hopefully be resolved soon. Patrons need some additional assistance with remote access but generally, everyone is pleased with the migration.

#### **Building**

I prepared a list of all outstanding building issues as the library will be getting capital money this year from the town budget. Thanks to the DPW for cutting back the tree on the north perimeter line of the parking lot between JEL and Wardwell Court. This action mitigates the potential problem pertaining to the retaining wall and wrought iron fence and will allow us to review some options regarding a more long term solution. Senior DPW staff and I discussed the priority maintenance projects. The lilac tree on Main Street has been pruned to allow the JEL sign to be more visible. One of the four buntings installed on the window well to celebrate the Memorial Day weekend, was stolen. There are many reorganizational changes being made to the collection, with a view to making it more accessible and attractive.

#### **Saturday Service**

Saturday, May 19<sup>th</sup> was our last open Saturday until after Labor Day.

#### **Capital Fund**

The General Government sub committee recommended \$90,000 for capital improvement at JEL for the ceiling throughout the building, the retaining wall and parking lot and sidewalks, funds permitting. Council approved. The funding starts July 1, 2012.

#### **Policies**

A draft of the Safe Child Policy which includes the Unattended Child Policy has been crafted and we continue to research some aspects - potential liability and Code Adam, for example. It is hoped to have an updated draft for the July meeting.

## **Budget**

Working on closing the FY12 year. This year we are spending a larger portion of the book budget on eBooks as demand is being generated by our patrons.

## **Library Programs**

Representatives from the MassSupport Network presented an informational session on coping with the stress that comes with disasters, such as the June 1, 2011 tornado, and how to be better prepared in the future. The reception for the 7<sup>th</sup> Annual Artful Friends Raffle was held on Thursday, June 7<sup>th</sup>. Rita Schiano and Rob Adams performed for an enthusiastic audience. The Raffle Drawing will take place on June 28<sup>th</sup>. This annual show by donation is an excellent way for the library to connect with past exhibitors and friends who wish to support the development of the programming and presentations.

## **Southbridge FEST**

Due to the weather, the Southbridge FEST parade was cancelled. Staff and patrons had planned to participate and were disappointed to miss the opportunity to promote Summer Reading theme of *Dream Big Read*.

## **Summer Reading**

Preparations for the summer reading program are well underway. Decorations are being hung to create a festive summer atmosphere. Flags went up, decorations around the room were finished, and ice cream social supplies for next Monday's kickoff. Staff has been working cooperatively with the school department to add multiple copies of books for the school portion of summer reading.

## **Outreach**

Staff visited South Valley Family Support Center to make a presentation on the services the library has to offer over the summer with both Southbridge and Charlton libraries in attendance.

## **Research**

Library staff provided research materials for descendants of Holmes Ammidown interested in researching their genealogy and connection to Southbridge.

## **School Visits**

Eastford Road School has arranged four class visits to the library where the students walk from school, listen to stories, make a craft, tour the building, and had time to play in the room before leaving. I participated in *Reach Out and Read* at West Street School.

## **Behavior Issue**

There was an incident among a group of friends, on a recent Monday evening, just outside the building. They were spoken to by the Children's Librarian and a teacher who happened to be at JEL.

## **Staff**

The newest staff member has been cross-trained in both public service departments so he can help in all area, when needed. One of the staff has started extended sick leave. Children's Librarians attended *Book Expo America*. I have been selected for a one day leadership course organized by MLS in August.

## Meetings

Within the past month I attended the following board meetings: Digital Commonwealth and the ASPIRA Advisory Committee. The Strategic Planning meeting for Digital Commonwealth was held at JEL this week and appreciated the breakfast refreshments. MA Library System conducted a workshop in Monson on how to conduct disaster planning and deal with the aftermath of a tornado. I presented a portion of the program relating to how libraries can adapt to be Disaster Recovery Centers.

## Digitization

The Digital Project group at Boston Public Library has informed us that we are first in line in phase two of the grant. We hope to work on the Town of Southbridge annual reports, in this phase of the grant.

## Donations/Grants

Grant application submitted to the MBLC Boston Bruins/Blades library visit program. A request was made to the Historical Commission for assistance with funding the installation of the Claire J. Birtz art collection. Birdhill Design was hired to install the painting and drawing collection on the Foster Street side of the building. A patron sent a \$40 donation via his company's United Way fund.

## Friends of Jacob Edwards Library

The Friends are generously supporting many of the summer reading programs. They are in the process of sending out a mailing with the view to increase membership and in particular, to recruit active members.

Tuesday 19	Trustee Meeting with Bank of America	12 noon	Pioppi Room
Thursday 21	Indian Cooking with Sangita Desai*	6 p.m. – 7:30 p.m.	Pioppi Room
Monday 25	Summer Reading Starts Ice Cream Social	6:30 p.m. – 7:30 p.m.	Children's Room and Craft Room
Tuesday 26	Len Cabral Storyteller^	3 p.m. – 4 p.m.	Children's Room
Thursday 28	<i>Pride in Southbridge</i>	6:30 p.m. – 7:30 p.m.	Reading Room

Month of July	<i>Exhibit</i>		Main Hall
Monday 2,9,16,23,30	Inkwell Imaginings	6 p.m. – 7:30 p.m.	Pioppi Rom
Monday 2, 30	<i>Pajama Story Time</i>	6:30 p.m. – 7:30 p.m.	Children's Room
Tuesday 3, 10,17,24,31	<i>Knitting With Sonya</i>	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 3, 10,17,24,31	<i>Teen Anime Club</i>	3:10 p.m. – 4:30 p.m.	Pioppi Room
Wednesday 4,11,18,25	<i>Crafty Wednesdays</i>	All day	Children's Room
Thursday 5	Artist Reception George Breau	6:30 p.m. – 7:30 p.m.	Main Hall Reading Room
Friday 6, 13,20,27	<i>Friday Fun Story Time</i>	10:30 a.m. – 11:30 a.m.	Children's Room
Monday 9	<i>Anime Art Workshop with Andy Fish</i>	6 p.m. – 7:30 p.m.	Pioppi Room
Monday 9	<i>Maggie The Clown</i>	6:30 p.m. – 7:30 p.m.	Children's Room

Thursday 12	Library Box Office: <i>Queen of Hearts</i>	6 p.m. sharp	Pioppi Room
Monday 16	Len Cabral Storyteller <sup>^</sup>	6:30 p.m. – 7:15 p.m.	Pioppi Room
Monday 16	FOJEL Meeting	6 p.m.	Mills Room
Tuesday 17	Trustee Meeting with Bank of America	12 noon	Pioppi Room
Thursday 19	<i>Ecology of Sound</i> with Ricardo Frota*	6 p.m. – 7:30 p.m.	Reading Room
Monday 23	Reading is Magic with <i>Ed The Wizard</i> *	6:30 p.m. – 7:30 p.m.	Children's Room and Craft Room
Wednesday 25	<i>Dorothy VanAndel Frish</i> <i>discusses The Star Shard</i>	1 – 1:45 p.m.	Teen area
Thursday 26	<i>Fascinating Rhythm</i> with Cornel Coley*	6:30 p.m. – 7:30 p.m.	Reading Room

\*Funded by the Southbridge Cultural Council

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<sup>^</sup> Title III Funding from the ELL Department, Southbridge Schools