# TRUSTEES MEETING TUESDAY, APRIL 23, 2013 REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

### Technology

One section of the server failed and has since been repaired. The network C/WMARS and our IT service person were here to do an evaluation on the WiFi service, the equipment in use for the ILS system, and any other related systems. Our computers meet the standard for ILS system. However, the router and the hotspots need to be upgraded as the devices are not able to handle the WiFi traffic for public access. A significant improvement in the access is anticipated. Increasingly, there is a regular stream of people who have been sent by the RMV to use a computer. The color printer was replaced with a more efficient and effective model.

### Building

Continue to work on obtaining quotes for various contractors for building projects. Provided a tour of the library facilities for the representative from MIIA insurance. MPC worked on a quotation for the HVAC system for the History Room. Ricoh technician was here to get the scanning function on copier/printer activated. National Grid conducted a survey on the gas meters and updated the records.

### Security

The intruder alarm went off accidentally and the police responded.

### Training

The *Massachusetts Library System* offered an excellent webinar on safety, customized to libraries and I participated in the training. In the following weeks I will be working on a manual with the staff. I participated in MIIA webinar *Saving Money, Saving Lives: Effective Municipal Health and Safety Management.* 

Staff Development Day Friday, April 26.

- 2 pm. Customer Service by Joan Menard
- 2:20 100<sup>th</sup> Anniversary by Joan Menard
- 2:45 Dan Charette, Chief of Police will provide an overview on safety
- 3:15 Karen Spiewak will talk about personal safety and empowerment

### Media

The Southbridge Evening News gave a generous amount of space to the event. There are 323 'likes' for JEL Facebook page.

### **Collection Development**

### Staffing

The temporary 18 hour per week Library Assistant position has been advertised to cover sick leave. The position has been posted to the town and JEL websites. Interviews are scheduled for Wednesday 4/24. We appreciate the assistance of the HR Specialist. A staff member was on bereavement leave this week.

Library Aide Angela Dumas has resigned and will be leaving on May 5<sup>th</sup>. The posting for this position should be available before the end of the week. A staff member and I met with the HR team regarding a personnel matter.

#### Volunteers

### **Children's Department**

*Baby Time* went well and had some parents from *Healthy Families* program joins us. Dr. Seuss' birthday is being celebrated all week! There are lots of exciting props that the staff is using to interest the children in the event, including a live diorama with Truffla trees which is perfect for photographs! *Crafty Wednesday* has a Seuss theme. On Monday the YMCA Preschool had their art reception here at 6pm and then stayed for pajama story time. Twenty two students Trinity Catholic Academy 4<sup>th</sup> grade students of Mrs. Primavera were at JEL for an instruction session. The Southbridge Cultural Council provided a grant for *Mr. Vinny's Little Puppet Show* which was very popular with 72 people in attendance! SuperKids program on Wednesdays is recording a larger participation, probably due to the improved weather. On the recent snow day from school we expected to be busy and had a movie ready to screen but did not see many patrons. St. Patrick's Day was the theme of this week's storytime.

#### Programs

In celebration of *Black History Month*, national speaker Tom Ingrassia presented *Girl Power: The Supremes as Cultural Icons.* This program was sponsored by the Friends of Jacob Edwards Library. April marks the start of *National Poetry Month* – JEL is celebrating with a display of poetry titles and 2 poetry events throughout the month. Staff is working on some special events for School Vacation Week.

#### Outreach

I attended the *ASPIRA Advisory Committee* quarterly meeting. The Children's Librarian participated in the PTA's *Reach Out and Read* program as a guest reader at Charlton Street school, in Mrs. Stella's class. There were 24 students and 3 adults and she read 5 stories! I met with members of the Historical Commission to craft the verbiage for the plaques they are arranging for the Claire J Birtz collection. The Children's Librarian attended the *Parent Support Network* meeting, held at JEL. The Community Baby Shower date has been changed to Wednesday, May 15<sup>th</sup> from 1 p.m. to 4 p.m. I attended the bimonthly regional meeting of the schools, law enforcement, court and health personnel at the Middle High School. I attended the monthly meeting of the Digital Commonwealth and also participated in the statewide Library Legislative day at the State House. While there, I had the opportunity to meet with Senator Moore and Representative Durant to discuss library funding and services, especially state aid. The *Parent Support Network* held a meeting here to finalizing arrangements for the *Community Baby Shower* and the *Parent Café*. The library will be participating in the scavenger hunt for this event. Library staff demonstrated Google Docs and set up the survey for the Parent Café.

#### Meetings

The area library directors met to discuss matters of mutual interest. I attended the Master Planning Education Round Table. I also attended the Master Planning Neighborhood Round Table.

#### **Meeting Rooms**

Increasingly we are being asked to use the meeting rooms for non-traditional purposes. A recent request to use the room for a memorial service was refused, as it was deemed by the Trustees to be outside the mission of the library.

### FOJEL

Jazz history is also being feted with a program from JoyCo following the Annual Meeting of the Friends of JEL. There were 12 people in attendance for the Meeting. The program attracted 23 attendees. The book sale took place April 18-20 this year. It was deemed a success as it yielded more income than last year. The unsold items were taken by a company on Monday and they will provide a small sum for the items collected.

### AARP Tax Assistance

The last day for tax assistance from the AARP is Monday, April 1. The AARP has completed nine weeks offering a total of 54 hours of tax assistance service

### **Literacy Volunteers**

The Southbridge Adult Education group is being reactivated. Holly Christo of LVS is taking the lead. The computer classes continue to be popular, mostly with elderly folk rather than with English language learners.

### 100<sup>th</sup> Anniversary of JEL

Meetings continue on the first Saturday of each month. Dick Whitney and I have been working with some researchers/authors to find a suitable person to write the history of the library for the centenary.

### **Bicentennial Meeting**

No Report

### Budget

The Library Budget was discussed at the Education and Human Services Sub Committee this week. The Chairwoman, Joan Menard and I attended. The final adjusted figure for State Aid for FY13 is \$21,615.56.

### Closing

The library will be closed on Friday April 26 at 1 p.m. to facilitate the staff training.

### WRTA

The Treasurer, Accountant and I met with the CFO of the RTA to discuss the procedure for making monthly bus passes available. A message was posted on the library's Facebook page to indicate that monthly bus passes are now available though the Collector's Office. Riders are coming to the library to pick up the schedules or check on the real time schedule for the next available bus and we are placed to report that they are using the library as a waiting room.

### Freedom of Information

Libraries across Massachusetts received a freedom of information request from a researcher at MIT regarding written complaints received by the library since January 2010.

### Donation

Author Bill Tremblay donated a copy of the Magicians and came by to deliver it in person. The Last Green Valley has provided a copy of their latest promotional DVD of the National Heritage Corridor.

## Digital Public Library of America

The Digital Public Library of America (DPLA) is launched today and we are pleased that Jacob Edwards Library has one of its images included in the inaugural exhibit. I have started to work on the Digital Treasures images again.

APRIL			Main Hall
Artists of the Month			
Monday 29	Pajama Storytime	6:30 p.m. – 7:30 p.m.	Children's Room
Monday 29	TBC – Claire Birtz	6:30 p.m. – 7:30 p.m.	Gallery
	Gallery Dedication		lower level
Tuesday 23,30	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 23,30	Anime Club for Teens	3:10 – 4:30 p.m.	Pioppi Room
Wednesday 24	Crafty Wednesdays	All Day – drop in	Children's Room
Wednesday 24	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Thursday 25	Poetry readings with	6:30 p.m. – 7:30 p.m.	Reading Room
	Brad Davis, Jeffrey		
	Harrison, Wally Swist,		
Friday 26	Baby Time	10:30 a.m. – 11:30 a.m.	Craft Room