# TRUSTEES MEETING TUESDAY, MAY 21, 2013 REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

### Technology

There is now an additional internet accessible station in the Children's Room, making a total of 3 as well as two computers to access the catalog(PACs). AMS Imaging conducted a maintenance check on the ScanPro microfilm machine, and to restore the Minolta microfilm machine back into service.

# Building

Continue to work on obtaining quotes for the replacement of the water heater. The current tank is 75 gl size but the DPW has since advised that we can replace it with a small tank and reduce our operation costs, this necessitated a second round of bidding. There were problems with one of the bathrooms in the Children's room girl's bathroom and the DPW has since repaired the toilet.

# 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.* 

The Staff Development half-day training received very positive feedback. Joan Menard, Chairwoman of the Board of Trustees presented on Customer Service and the forthcoming 100<sup>th</sup> anniversary of JEL, Chief DiFronzo and Chief Charette provided an overview on safety in the building and Karen Spiewak, consultant presented *Prepared Not Scared* a program on empowerment and personal safety. We received assistance from the police department.

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

# Staffing

Brett French has been hired as the Library Aide in place of Angela Dumas. Lora Baldracchi has started in the temporary Circulation position 18 hours per week.

Staff Development huge success. Thanks to Joan Menard for her time and creative way of presenting Customer Service and also on 100<sup>th</sup> Anniversary

### **Children's Department**

Children's staff had a table at the *Community Baby Shower*. The attendance figures for the *Community Baby Shower* were lower than in previous years but the event was still well attended, reaching 43 pregnant mothers. This was an opportunity for the library to promote its services and programs. I assisted by taking photographs and they were featured in the *Southbridge Evening News*. Lego Club is flourishing and the participants are becoming more self reliant which is how we had envisaged this program operating.

### Programs

The Poetry-In-The-Round program presented by three published poets was well received and was offered as part of our celebration of *National Poetry Month*. Michelle Garcia co-presented a special Pajama Story Time to celebrate *El día de los niños/El día de los libros*, reading many stories as well as some songs too. For all the Star Wars fans in the community we were pleased to present a program on Saturday morning underwritten by Tom and Gretchen Whitcomb. There was a significantly small attendance which was disappointing as the presenter Peter Struzziero.

### Outreach

I attended *Somos Latinos* at Trinity Catholic Academy – a presentation from the *ASPIRA Youth Services*. The Children's Librarian participated in the PTA's Reach Out and Read. Staff is working with the schools on obtaining the recommended books on the summer reading list. We had a good response from the public schools and are waiting on Bay Path and Trinity Catholic Academy. I participated in an interview with Harrington Hospital. The Disability Commission held the May meeting at JEL to discuss and demonstrate a device known as a quad joy. The big Digital Public Library of America (dp.la) was launched on April 18.

### 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. Adult Service Librarian and I met with a representative from BiblioLabs to review some innovative developments in digital libraries. I attended 7th Annual Digital Commonwealth conference in Danvers and participated as a member of the conference committee.

#### **Meeting Rooms**

Increasingly we are being asked to use the meeting rooms for non-traditional purposes.

### FOJEL

The memorial gifts in memory of Robert B Muenzberg, former Trustee and Chairman of the Board have just exceeded \$2,000. The Friends of Jacob Edwards Library has generously donated a basket of books, valued at \$75.

### **Literacy Volunteers**

The Ad Agency smith and jones presented their overview of the new website that is in process for LVS and as a board member I was asked to comment.

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

The staff is facilitating the research of the history of the library. Eamon and Alan Earls were very impressed with the Scanpro microfilm machine, as it provides so much functionality and will assist their research tremenduously.

### **Bicentennial Meeting**

No Report

# Budget

The budget hearing was held on May 21<sup>st</sup>. All votes were 8-0 in favor of the budget.

# Closing

The library will be closed on May 27, 2013 in honor of Memorial Day.

# Vacation

I will be on vacation from May 22 through June 5, 2013.

# WRTA

Bus riders Rt 29 (Southbridge – Auburn Mall Route)

January – 75 February – 978 March – 1,243 April – 1,180

# Donation

The library received donations totaling \$400, in memory of Marcelle Van Vooren, former Trustee and member of the Building Committee, in honor of Mother's Day. In addition there was a donation in memory of Pierette 'Pat' Lamontagne of \$50.