

**TRUSTEES MEETING** **TUESDAY, APRIL 22, 2014**  
**REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**

**Technology**

Margaret & Ashley met with Will Cournoyer and the new website vendor to discuss options for web hosting/design on Tuesday, 3/18. Having reviewed the options we have decided to continue with the current design and maintain the seamless link from the town's website. A new battery backup system has been purchased for the Communications Room. Ashley has worked on a new page for 100<sup>th</sup> using the logo, photographs and calendar of events. There were some issues with the internet connection through Charter during the month.

**Budget**

The Education and Human Services sub committee reviewed the Library budget \$496,649.00 and it was approved unanimously, to go forward to council.

**Building**

I continue to liaise with vendors in relation to the capital projects – ceiling and retaining wall. The MIIA representative visited the facility this morning and updated the previous issues that have been repaired and added a couple of new issues to the list. The Police Department assisted in regard to a theft of library property that was captured on camera. The door of the elevator was 'sticking' and Elevator Maintenance Service was called out and repaired it. An exterior drain was clogged and the DPW unblocked it. There are some landscaping and maintenance items that we have requested assistance with from the DPW to clean up for the 100<sup>th</sup> kick off.

**Capital Projects**

Bertin Engineering has submitted a bid for the engineering work on the retaining wall, making a total of 2 bids received. Representatives from Sherwin Williams have visited and the lab report on the paint/plaster/crackling issues has been received. It has been agreed by all parties that a sample should be done in two areas of the building and monitor its effectiveness before we embark on the large scale project throughout the building. To-date I have one bid received and one "no bid" as the company does not want to do prevailing wage. The Director of the DPW and of Inspections and I have discussed and we will review with the Interim Town Manger who is the procurement agent for the town, on his return from vacation.

**Collections**

The miscellaneous items project has been completed for all collections. Many other projects are underway to update the collection and synchronize with the catalog. The shelving is being re-labeled throughout the adult and teen departments. Digitizing of documents continues. Due to the expanding collection, the library now loans two Wii games per household.

**Children's Department**

Children's Librarian has resigned and the position has been advertised. I am doing the acquisitions and staff is covering the programs. 3<sup>rd</sup> Annual YMCA Day Care exhibit of children's artwork made from recycled products is also on display in the Children's Room throughout the month. An artist's reception took place on Monday April 14 at 6 pm to 7 pm. and drew a large group of visitors. The Southbridge

Evening News covered the event. There will be an art show from the 2<sup>nd</sup> Grade students from West Street School and their teacher Charlene Cloutier in May.

### **Programs**

Local artists Edward Heske & Charles Gaulin are exhibiting their work in the Main Hall for the month of April. Accompanying the exhibit is a display of US and foreign currencies courtesy of Lisi Coin. There was a reception on Thursday, April 3<sup>rd</sup> for the exhibitors. Greg Page of the Merrimack Analysis Group presented a program on Cyber Security for Seniors, on Tuesday, March 25<sup>th</sup>. We attribute the good turnout to the interest in the topic but also to scheduling a program in the afternoon. If patrons continue to show interest we will offer more events in the afternoon. The library participated in the state-wide library snapshot day on April 9<sup>th</sup>. The photos are posted on the MA Library System Flickr account. Susan Elizabeth Sweeney, poet and professor at the College of the Holy Cross presented from her chap book on 4/17 in celebration of National Poetry Month.

### **Media and Social Media**

There are 459 fans on Facebook. There are 1492 people signed up to receive the monthly eNewsletter.

### **Meetings**

The annual State House Library Legislative Day was on 3/31 and I attended the event with librarians from across the state. I also attended the Digital Commonwealth board meeting at Newton Public Library and the annual conference later in the month, in Worcester. The Southbridge Woman's Club invited me to present a talk to the group and donated \$100 to the gift book account. Two gorgeous books have been purchased with the gift. I met with area library directors to discuss topics of mutual interest. The first Steering Committee of the WRTA was on April 15 and I attended. The Circulation Supervisor attended a round table meeting at Anna Maria College. I attended the quarterly meeting of the CHNA5 (Community Health Network Area 5) and met with many representatives of regional social service agencies.

### **Meetings at JEL**

AARP volunteers have completed the Tax Assistance program in early April. WCAC Fuel Assistance service is extended through the second week of May. The GED exam is no longer in place and we are learning about the new system called *HiSet* and are collaborating with the Southbridge Adult Education Network. I attended the Literacy Volunteers of South Central MA board meeting. The WCAC- ESOL students meet at the library on Thursdays. I gave them an orientation tour of the collection and resources.

### **FOJEL**

The Friends had a very successful 3-day booksale and raised \$561.50. Remaining books have been donated to Habitat for Humanity. The annual FOJEL meeting will take place April 28<sup>th</sup> at 6 p.m.

### **Gifts**

A bronze wall sculpture has been offered to the library by the Union St. Jean Baptiste as they will no longer maintain an office in RI. It is a beautiful piece honoring Felix Gatineau who has such a strong connection to Southbridge. Arrangements are being made to have it installed.

Donation in memory of Marcelle Van Vooren \$150. Notified by Travelers Insurance that there will be a donation from Thomas Whitcomb.

**Grants**

Boys of the Town performed Thursday, March 20<sup>th</sup>. Thanks to the Southbridge Cultural Council for sponsoring this successful St. Patrick’s Day event. There were fifteen grants awarded to JEL this year, a few were partial funding and I would like to request that the board fund the small deficit balances.

**Staffing**

Due to the resignation of the Children’s Librarian, attendance at meetings, trainings and vacations, it has been a hectic month.

**Training**

Two of the senior staff attended a webinar on upcoming changes to the mediated Interlibrary Loan system. The switchover is planned in June, and more information will be forthcoming.

**Trustees Appointments**

Arranged for the two candidates to meet the Board 4/22/

**Volunteers/Tax Abatement**

There are 5 personnel at JEL currently.

**Centennial Events**

There was a delay with the draft but have received a copy this morning from the Chairman and will review the complete manuscript asap. I met with graphic designer to review the cover art for the history of the library that is being published, as part of the centenary celebration. Reviewed the cover art and made some suggestions from the photo collection. Scanned all the library related photographs from the archives. Arranged for some Polo Shirts to be made for the page staff that will include the new logo. A large part of my time is focused on planning for the 100<sup>th</sup> Anniversary. During the month I have met with some of the trustees to discuss plans.

**Digitization**

Participated in a training at the Boston Public Library on April 16 through a Gates grant/Digital Commonwealth/Boston Public Library. I also participated in a day-long training on metadata at JEL presented by Digital Commonwealth/BPL.

**Everbridge Emergency Notification System**

I spoke with TriEpic coordinator and offered assistance promoting Everbridge Emergency Alert System. Staff is available to assist anyone in the community that needs assistance signing up. There is a poste Staff continues to promote awareness about Everbridge Emergency Alert System among patrons.

**Parking Lot**

Staff observed a fist fight in progress in the parking lot on Saturday, 4/5 when they were leaving the building just after 1 pm, there was an altercation in parking lot. The police department responded.

Month of April Exhibit	Art show and reception YMCA Daycare	During Library Open Hours	Main Hall
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Monday 28	Día de los Niños Día de los Libros	6:30 p.m. – 7:30 p.m.	Children's Room
Monday 28	Friends of Jacob Edwards Library Annual Meeting	6 p.m.	Mills Room
Monday 28	JoyCo Concert	6:30 pm – 7:30 pm	Reading Room
Tuesday 29	Knitting with Sonya	10:30 a.m. – 12 noon	Reading Room
Tuesday 29	Anime for Teens	3:10 p.m. – 4:30 p.m.	Pioppi Room
Wednesday 23, 30	Crafty Wednesdays	All Day	Children's Room
Wednesday 23, 30	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Thursday 24	Lego Club	3 p.m. – 4:30 p.m.	Craft Room
Friday,25	Baby Time	10:30 a.m. – 11:30 a.m.	Craft Room
Saturday,26	Lego Club	10:00 a.m. – 12:30 a.m.	Craft Room

Month of May Exhibit	Art show and reception West Street School – 2 <sup>nd</sup> Grade	During Library Open Hours	Children's Room
	Patent Exhibit with Jackie Mushinsky	During Library Open Hours	Main Hall
Monday, 5	Artist Reception for West Street School 2 <sup>nd</sup> Grade	6:00 p.m. – 7:00 p.m.	Children's Room
Monday 5,12,19,26	Pajama Story Time	6:30 p.m. – 7:30 p.m.	Children's Room
Monday 19	Friends of Jacob Edwards Library	6 p.m.	Mills Room
Tuesday 6,13,20,27	Knitting with Sonya	10:30 a.m. – 12 noon	Reading Room
Tuesday 6,13,20,27	Anime for Teens	3:10 p.m. – 4:30 p.m.	Pioppi Room
Tuesday 20	Board of Trustees	12 noon	Mills Room
Wednesday 7,14,21,28	Crafty Wednesdays	All Day	Children's Room
Wednesday 7,14,21, 28	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Wednesday 21	Visit from Kindergarten Class Eastford Road	9:30 am	Children's Room
Thursday 1	100 <sup>th</sup> Anniversary of JEL Kick Off Reception	4 p.m. – 6 p.m.	Main Hall
Thursday 1	Reception for Exhibitor Jackie Mushinsky	6:30 pm – 7:30 pm	Main Hall
Thursday 8,15,22,29	Lego Club	3 p.m. – 4:30 p.m.	Craft Room
Thursday 8	Library Box Office:	6 p.m.	Pioppi Room
Thursday 22	Music for Piano and Voice with Tom Kosakowski and Elizabeth Clements	6:30 p.m. – 7:30 p.m.	Reading Room
Thursday 29	Gardening with Master Gardner Betty Sanders* LCC Grant		
Friday 11,18,25	Baby Time	10:30 a.m. – 11:30 a.m.	Craft Room
Saturday 12,19,26	Lego Club	10:00 a.m. – 12:30 a.m.	Craft Room
Monday 21	Closed in honor of Patriot's Day		

