

## **TRUSTEES MEETING      TUESDAY, DECEMBER 16, 2014**

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

#### **Technology**

Tech Processing has a new photocopier. We are experiencing issues with the online catalogs but access is available from our website via the internet. The Envisionware time and print management system has had a setting changed in the network and the guest pass has to be manually assigned.

#### **Building/Capital Projects**

Since the state inspection of the elevator on October 23, I have been coordinating with the HVAC and elevator companies to set a date to have a new vent installed in the elevator machine room. The vent in the elevator machine room was a 6" one and did not meet code requirements. The correct vent size is 12" and the associated duct work has also been installed. This was a protracted project as the access to this area was very limited. The elevator company is processing the re-inspection request with the state. As this infraction dates back to the renovation of the building, I am requesting the invoice is paid from the JEL Capital Fund. Following a notice from the state inspector that the gate valve needed to be removed on both boilers, MPC completed the work. However, boiler #1 did not fire correctly and was taken off line. Boiler #1 is now operational again, having had a gas assembly installed. MIIA has been notified that both boilers have had the gate valve changed, as mandated in the inspection. The state inspector returned on December 9<sup>th</sup> and passed the inspected this week.

#### **Collections**

The inventory of the collection continues and is now focused on Romance and Mystery paperbacks.

#### **Children's Department**

For the past month, staff has been busy preparing for the *Gingerbread House Making* sessions. This is our biggest program of the year and is offered in three sessions, serving almost 100 kids. It is one of a few programs that we require registration. The program is sponsored by the Trustees as part of the 100<sup>th</sup> Anniversary Celebration. Gingerbread House Programs was deemed a success! Everybody had a lot of fun listening to holiday music and decorating their gingerbread houses. Some of the decorators allowed us to display their house in the main hall. Staff made three houses for the door prizes at the winter holiday concert on December 4<sup>th</sup>. For story time we had 3 guest readers from ASPIRA. The audience enjoyed hearing the stories in both English and Spanish.

#### **Programs**

Eric Silverberg, Southbridge native and Google employee, gave a talk on the mysteries of the internet on Thursday, November 20th. A reporter from Stonebridge Press attended and interviewed Eric and the

article was published subsequently in the *Southbridge Evening News*. Thanks to the sponsorship of the Southbridge Cultural Council, musicians Hunter Foote & Michael Caprera performed a Winter Holiday Concert to an appreciative crowd. Author and publisher L.M. Browning gave a discussion on the publishing process to aspiring authors – this program was part of the 100<sup>th</sup> Anniversary Celebration.

### **Media and Social Media**

As of today, we have 1,519 subscribers to the eNewsletter (Constant Contact) and 548 “likes” on Facebook. *Southbridge Evening News* did a feature on *Food for Fines* program and the annual Gingerbread House making.

### **Meetings/Outreach**

A Health Benefit Advisor from the Family Health Center was at the library on Tuesday, November 18<sup>th</sup>, to assist patrons with the Health Connector sign-up process. Open Enrollment is November 15, 2014 – February 15, 2015. The AARP has confirmed that they will have 2 tax preparers at the library to assist low income residents on Monday and Thursday mornings and evenings. The hours will begin on February 2<sup>nd</sup>. An announcement will be made closer to the start date.

### **FOJEL**

The afghan donated by the knitting group as a fundraiser for the Friends, is on display. Tickets are still available as the Friends decided to extend the time.

### **Food For Fines**

Lots of food was donated in lieu of fines and gratefully appreciated by the Blessed John Paul 11 food pantry.

### **Grants**

I submitted a grant to the Southbridge Savings Bank for the AWE Early Learning Station – Version 11 (bilingual) for \$4443. I had a call indicating we will be getting a check later this week. A donation of \$124.98 was received from Thomas Whitcomb as part of an ongoing pledge. Mary E Wells Class of 1961 presented a gift of 233.48. I have been invited by Dino Tata to Rotary Club meeting December 17<sup>th</sup> to receive the telescope from the Aldrich Astronomical Society that has been a joint donation to JEL.

### **Staff**

Staff was dismissed early on Wednesday November 26<sup>th</sup> because of the snow storm. The minimum wage increase affects four staff members and has been processed for January 1, 2015.

### **State Aid and ARIS**

The award for State Aid FY2015 is \$14,072.99. I have attached the letter received on December 15, 2014 from the MBLC

Municipality	2012 Population	Certification Date	Library Incentive Grant	Municipal Equalization Grant	Nonresident Circulation Offset	State Aid Total Award
Southbridge	16,799	12/04/2014	5579.64	7348.57	1144.78	14072.99

## Teens

*Teen Tuesdays* continue each week – although attendance has not yet picked up, staff continue to promote it to our YA patrons.

## Town Manager

The Interim Town Manager hosted a meeting to discuss the blight contiguous to JEL November 24 and the Chairman of the Trustees and I attended with the Assessor.

## Training

I participated in the EAP training *Working Effectively with Elected Officials and Boards*.

## Trustees - 100<sup>th</sup> Giving Thanks for current and past staff

As part of the 100<sup>th</sup> Anniversary Celebration the Board of Trustees hosted a Giving Thanks event on 11/19 for current and former staff and trustees. Trustees from as far back as the 1980s and staff from the 1960s onwards attended.

## Volunteers/Tax Abatement

All of the Tax Abatement personnel have completed the program. Each participant works 80 hours and receives \$500 off their property tax bill with the municipality. The library staff appreciates all the additional projects that can be undertaken with the assistance of this group. We look forward to participating in the program again in January! Nancy Norbeck continues to volunteer 2 hours per week and is working mostly on the inventory project.

Month of December 2014 Exhibit	Graham Cracker Houses display		Main Hall
Monday 29	Secret Lives of Owls with Mary Beth Kaeser#	6:30 p.m. – 7:30 p.m.	Children's Room
Tuesday 23,30	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 23,30	Teen Tuesday	3 p.m. – 4 p.m.	Pioppi Room
Wednesday 24,31	Crafty Wednesdays	All day – drop in	Children's Room

Wednesday 24,31	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Friday 19	Toddler Time	10:30 a.m.	Children's Room
Saturday 20,27	Lego Club	10 a.m. – 12 noon	Craft Room
CLOSED	Tuesday Dec.24 – Half Day and Dec. 25 and 26		

#sponsored by the Borgatti Trust

Month of January 14 Exhibit	Art by Rose Ann Reed		Main Hall
Monday 5	Book Club: <i>The Art Forger</i> by B A Shapiro	6:30 p.m. – 7:30 p.m.	Reading Room
Monday 1	Graham Cracker House Making – Registration Required	6:30 p.m. – 7:30 p.m.	Craft Room
Monday 5	Hora de Cuentos	6:30 p.m. – 7:30 p.m.	Children's Room
Monday 12,26	Pajama Story Hour		Children's Room
Monday 26	Friends of JEL meeting	6 p.m.	Mills Room
Tuesday 6,13,20,27	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 6,13,20,27	Teen Tuesday	3 p.m. – 4 p.m.	Pioppi Room
Tuesday 20	Trustees Meeting	12 noon	Mills Room
Wednesday 7,14,21,28	Crafty Wednesdays	All day – drop in	Children's Room
Wednesday 7,14,21,28	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Thursday 8,15,22,29	Lego Club	3 p.m. – 4:30 p.m.	Craft Room
Thursday 8	Artist Reception for Rose Ann Reed	6:30 p.m. – 7:30 p.m.	Main Hall
Thursday 15	Library Box Office: <i>Hyde Park on Hudson</i>	6 p.m.	Pioppi Room
Thursday 22	<i>Sound Ideas: hearing and Speaking Poetry</i> with B. Eugene McCarthy and Fran Quinn*	6:30 p.m. – 7:30 p.m.	Reading Room
Thursday 29	<i>It's In the Little Things</i> by Gayle Suzanne*	6:30 p.m. – 7:30 p.m.	Reading Room

Friday 8,15,22,29	Baby Time	10:30 a.m.	Children's Room
Saturday 3,10,17,24,31	Lego Club	10 a.m. – 12 noon	Craft Room
Saturday 10, 24	Teen and Tween Chess Club	10:30 a.m. – 12 noon	Main Hall
CLOSED	January 1 and 2 January 19 – ML King Day		

\*sponsored by 100<sup>th</sup> Anniversary Celebration