

## **TRUSTEES MEETING**

**TUESDAY, FEBRUARY 18, 2014**

**REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**

### **Technology**

The Wireless service was not working for a few hours on 1/21 – problem at the network level. Some computer issues and we are working with IT support service. Cameras not working and support call placed.

### **Building**

Men's toilet repaired. Lots of clean up needed due to the weather. DPW is doing a good job of keeping the parking lot and pavement free of snow. DPW conducted the quarterly change out of the filters. The elevator company was called as it was malfunctioning.

### **Capital Projects**

I met with Interim DPW Director, Heather Blakeley and we came up with some action items to move the projects along.

Bertin Engineering came to review the scope of work for the ceiling and retaining wall/parking lot projects.

I am to contact Sherwin Williams to see if we can get an analysis of the paint for the ceiling.

### **Collections**

The ongoing cataloging update on miscellaneous items continues working with the Children's collection. Many 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.

### **Children's Department**

Some of the programs were cancelled due to illness. The Valentine's Day party was well attended and those present were eager to participate in all the activities offered. Thanks to the Friends of JEL for the sponsorship of this program.

### **Programs**

Authors Tom Ingrassia & Jared Chrudimsky held a reading and presentation on their book *One Door Closes: Overcoming Adversity by Following Your Dreams* on Thursday, Jan 30<sup>th</sup>.

### **Media and Social Media**

Lots of positive promotion of the library and its services in the media

### **Outreach**

Adult Services Librarian proctored an exam.

### **Meetings**

I attended the monthly Digital Commonwealth executive board meeting at the American Antiquarian Society. The Library Legislative Breakfast was at Bellingham Public Library and I attended. I have offered to the MLA Committee that JEL would host the event in February/March 2015 as it would be a headline event for our 100<sup>th</sup>.

### **Meetings at JEL**

WCAC Fuel Assistance service is offered on Thursdays – by appointment only

AARP volunteers will be here starting Thursday, January 30 to offer tax filing services: Monday mornings and evenings and Thursday evenings – by appointment only. The library staff arranges the schedule and calls to remind the person of their appointment.

DCF held a regional meeting here this month.

### **FOJEL**

During the holiday season the Friends of JEL increased the size of the books sale in the lower level to promote among the patrons.

### **Gifts**

### **Grants**

The library was awarded 15 grants from the Southbridge Cultural Council. The March 20 program with Boys of the Town will be the first one in the series. I have been working with other agencies on a community grant application to the Third Sector of New England.

### **Staffing**

Children's Librarian will be on sick leave for a couple of weeks from January 28 and some of the programs will be cancelled until her return. One staff member was on jury duty for 8 days. Director and Circ Supervisor are working on orientation procedures for new hires.

### **Training**

Liz attended a training webinar on the holds function. I have created a draft safety and security manual, based on a webinar I participated in. The staff is currently reviewing and once we have reviewed it I will be asking the Trustees to review and approve.

### **Budget**

The budget discussion took place on February 4 and the Interim Town Manager, Accountant, Chairman of the Board of Trustees and I were present. The directions were for level funding except for 2% increase in salaries and CPI for some utilities, making for an overall increase of 2.63%

## Trustees Appointments

US Trust has verified all four trustees and filing with Superior Court. Mary Ellen Blake has been appointed to the Board of Trustees, representing the bank side.

Finance Director and Treasurer/Collector and representatives from the investment firm Bartholomew attended the Board of Trustees meeting to discuss the investments and will return to continue the discussion, at the February meeting of the board.

## Volunteers/Tax Abatement

Five senior tax abatement personnel have begun work and there is a possibility of one more joining the team. I am in discussion with Council on Aging Director.

## Closing

The library was closed on February 5 all day and from 12 noon on February 13 and again in honor of President's Day.

## Centennial Events

First full draft of the history of the library was delivered by Via Appia Press. Dick Whitney and I have been reviewing the manuscript.

## Interim TM Visit

Robert Reed, visited on 2/6 and toured the facility. I highlighted some of the library programs and services and also discussed some of the capital projects that are in process.

## WRTA Bus

The bus from Southbridge now goes directly to Worcester and the schedules have been updated to reflect this change. The library is a popular spot for those waiting for the bus and is drawing in some new patrons.

Month of February Exhibit		During Library Open Hours	Main Hall
Monday 24	Pajama Story Time	6:30 p.m. – 7:30 p.m.	Children's Room
Monday 24	Friends of Jacob Edwards Library	6 p.m.	Mills Room
Tuesday 18,25	Knitting with Sonya	10:30 a.m. – 12 noon	Reading Room
Tuesday 18,25	Anime for Teens	3:10 p.m. – 4:30 p.m.	Pioppi Room
Tuesday 18	Board of Trustees	12 noon	Mills Room
Wednesday 19,26	Crafty Wednesdays	All Day	Children's Room
Wednesday 12,19,26	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Thursday 20,27	Lego Club	3 p.m. – 4:30 p.m.	Craft Room

Friday 21,28	Baby Time	10:30 a.m. – 11:30 a.m.	Craft Room
Friday 21	Book Talk and Signing with TJ Wooldridge	3 p.m. Re-scheduled	Children's Room
Saturday 22	Lego Club	10:30 a.m. – 12:30 a.m.	Craft Room

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Women's Hand Craft Exhibition		Reception 3/5 at 6:30 p.m. – 7:30 p.m.	Main Hall
Monday 3	Mystery Book Club	6:30 p.m. - 7:30 p.m.	Reading Room
Monday 3,10,17,24,31	Pajama Story Time	6:30 p.m. – 7:30 p.m.	Children's Room
Tuesday 4,11,18,25	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 4,11,18,25	Anime Club for Teens	3:10 p.m. – 4:30 p.m.	Pioppi Room
Wednesday 5,12,19,26	Crafty Wednesdays	10:30 a.m. – 11:30 a.m.	Children's Room
Thursday 13	Library Box Office	6:30 p.m. – 7:30 p.m.	Pioppi Room
Monday 17	FOJEL	6 p.m.	Mills Room
Tuesday 18	Board of Trustees	12 p.m.	Mills Room
Thursday 20	Boys of the Town concert *	6:30 p.m. – 7:30 p.m.	Reading Room
Thursday 20	FOJEL Book Sale	4 p.m – 8 p.m.	Pioppi Room
Friday 21	FOJEL Book Sale	9 a.m. – 5 p.m.	Pioppi Room
Saturday 22	FOJEL Book Sale	9 a.m. – 12 noon	Pioppi Room

\*sponsored by Southbridge Cultural Council