

## **TRUSTEES MEETING**

**TUESDAY, JANUARY 21, 2014**

**REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**

### **Technology**

Some computer issues and we are working with IT support service.

### **Building**

MPC has completed the work on realignment of the pump couplings on the two boilers. There was a call for service for Tech Processing as the thermostat was malfunctioning . Electrical flicker caused the camera system to malfunction. Cocaine paraphernalia was found in men's bathroom, police notified and took report.

### **Capital Projects**

The interim DPW Director has received a quote from McClure Engineering for the scope of work on the retaining wall/parking lot refurbishment for approximately \$25,000

### **Collections**

The ongoing cataloging update on miscellaneous items has been completed in the Adult/Teen collections are completed. Work on the Children's collection has started. 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.

### **Children's Department**

Some of the programs were cancelled due to illness. The regular schedule has resumed.

### **Programs**

Southbridge native Lisa Brodeur discussed her book *A Mother's Journey: Through Faith Hope and Courage* on Thursday, Dec 12<sup>th</sup>. The event was covered in the Southbridge Evening News. The Art Reception for Kristin Molloy has been rescheduled for Thursday, January 16<sup>th</sup>. The Southbridge Evening News has posted an article on the show and after the reception posted a photograph on the editorial page. The program scheduled for Friday, January 3<sup>rd</sup> was also postponed due to the weather, and will be rescheduled for February 21st during school vacation.

### **Media and Social Media**

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

### **Outreach**

Adult Services Librarian proctored an exam. WCAC has office hours at JEL for the Fuel Assistance program and will continue through to April 2014. All clients are seen by appointment only. AARP has indicated they will start free tax filing assistance in February for low income earners in the community.

## **Meetings**

I attended the C/WMARS User Council meeting and the demonstration on the Overdrive digital software.

## **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.

## **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**

Andy and Sheryl VanVooren \$150 and Thomas Whitcomb pledged \$499 for the year (\$124.98 received) through his employer.

## **Staffing**

Children's Librarian Kim Usselman has returned from sick leave. New staff member April Denault began work as a Circulation Assistant in early January. It has been over two years since we have had a full staffing level so this is a wonderful start to 2014! Circ Supervisor and I are working on updating orientation procedures. Kathy Lapriore's mother Jean Bucknam passed away. Mary White, former Children's Librarian and Trustee at Joshua Hyde's husband Harold passed away. Dawn Clark, former Children's Librarian in Sturbridge and who had previously worked in Southbridge passed away over the weekend.

## **Training**

Margaret & Ashley completed the Introductory Spanish course at Town Hall taught by Denise Staffieri.

## **Trustees**

Wesley Stanhope resigned as he has moved out of town. The vacancy has been advertised on the JEL website and posted in the library. Mary Ellen (Mel) Blake has been appointed by the US Trust to fill Joan Menard's position. I researched the terms of office of the Trustees for US Bank Trust/David Maxwell.

## **Volunteers/Tax Abatement**

All of the senior tax abatement personnel have re-applied to return to the library. The administration is finalizing the program and we hope the program will begin shortly. A volunteer who is a background in archives has started to work on some archival projects.

## Closing

The library was closed half day December 24 and on 25 as well as for Martin Luther King day in January. Due to inclement weather, we closed at 5:00 p.m. on Thursday, January 2<sup>nd</sup>.

## 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.

Month of January Exhibit	Photographs of Kristin Molloy		Main Hall
Monday 20	Closed in honor of Martin Luther King		
Monday 27	Story Hour	6:30 p.m. – 7:30 p.m.	
Monday 27	Friends of Jacob Edwards Library	6 p.m.	Mills Room
Tuesday 21,28	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 21,28	Anime for Teens	3:10 p.m. – 4:30 p.m.	Pioppi Room
Tuesday 21	Trustees Meeting	12 noon	Mills Room
Wednesday 22,29	Crafty Wednesdays	All day – drop in	Children's Room
Wednesday 22,29	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Thursday 16,23,30	Lego Club	3 p.m. – 4:30 p.m.	Children's Room
Thursday 16	Artist Reception*	6:30 p.m. – 7:30 p.m.	Main Hall
Thursday 30	Tom Ingrassia & Jared Chrudimsky Book Signing: <i>One Door Closes</i>	6:30 p.m. – 7:30 p.m.	Reading Room
Friday 17,24,31	Baby Time	10:30 a.m.	Children's Room

Saturday 18,25	Lego Club	10:30 a.m. – 12:30 p.m.	Children's Room
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Month of February Exhibit		During Library Open Hours	Main Hall
Monday 3	Book Club Discussion	6:30 p.m. – 7:30 p.m.	Reading Room
Monday 3,10,24	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 4,11,18,25	Knitting with Sonya	10:30 a.m. – 12 noon	Reading Room
Tuesday 4,11,18,25	Anime for Teens	3:10 p.m. – 4:30 p.m.	Pioppi Room
Tuesday 18	Board of Trustees	12 noon	Mills Room
Wednesday 5,12,19,26	Crafty Wednesdays	All Day	Children's Room
Wednesday 5,12,19,26	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Thursday 6	Artist Reception	6:30 p.m. – 7:30 p.m.	Main Hall
Thursday 6,13,20,27	Lego Club	3 p.m. – 4:30 p.m.	Craft Room
Thursday 13	Library Box Office:	6 p.m.	Pioppi Room
Friday 7,14,21,28	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 1,15,22	Lego Club	10:30 a.m. – 12:30 a.m.	Craft Room
Saturday 8	Valentine's Party	10:30 a.m. – 11:30 a.m.	Children's Room
Monday 17	President's Day	CLOSED	