

TRUSTEES MEETING TUESDAY, NOVEMBER 18, 2014

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Technology

On a few occasions the network was unable to provide access to the Evergreen circulation system (ILS) and we were working offline. The issues that caused this problem have been resolved.

Building/Capital Projects

At the state inspection of the elevator 10/23, there were four infractions identified. One was rectified immediately and I have been working with the elevator and the HVAC company to coordinate the upgrade of the size of the vent in the mechanical room that leads to the elevator shaft. A quote has been obtained we are coordinating with the elevator company for a mutually suitable date to schedule the work. Due to inclement weather we had some issues with the intruder alarm. HVAC company has been here to evaluate how to resolve the vent/duct issue between the elevator car and the machine room. The HVAC company corrected the gate valves on the boilers, as per the state inspection, however, more work was identified on boiler #1 and that is scheduled. Carpets have been cleaned on the main level.

Building Security

There was an attempted break-in at approximately 7 pm on Veteran's Day. Thanks to the Police department for their assistance.

Collections

Inventory project continues and has necessitated some adjustments on the call numbers to update the cataloging. At the moment we are reviewing alternative periodicals vendors.

Another section of the collection - YA Fiction - has been evaluated and completed. As a result of the recent reports, and focus in the community on Asthma, we have been concentrating our efforts on supporting this health issue with materials and resources for all age groups.

Children's Department

This week's *Toddler Time* had one of its best turnouts and was also successful due to parent engagement which we are always encouraging. A special Halloween craft program was held on Monday night and the kids painted the water jugs as ghosts and jack-o-lanterns. The kids had a

lot of fun and were really creative. The Children's Room is decked out for Halloween with lots of decorations made by the staff. The Lego Club theme this week was planets. During the past few weeks programs were all focused on Halloween, with story time books about the holiday. The craft was a jack-o'-lantern, and it was quite popular. The Lego Club theme was also Halloween, and kids made some creepy scenes. *Day of the Dead/Dia de los Muertos* was celebrated with a bilingual story time and the theme continued through the week. For Crafty Wednesday the participants made sugar skull masks! Bears were another theme explored through programs this month. There is a display of bear picture books on view and the theme continued in the program offerings. Preparations are underway for the annual Gingerbread House making program. There will be 3 sessions in early December. This is one of the only programs where registration is required. As has become the tradition, the staff will make 3 houses for door prizes at the annual winter concert on Thursday, December 4.

Programs

The reception for fiber artists Monica Elefterion and Bayda Asbridge was held on Thursday, November 6th. New York Times critic and academic Leah Hager Cohen presented a program discussing her most recent publication *No Book but the World*. A representative from TriValley presenting an overview on care-giving on October 28th; Paul Macek presented on his new work *An Illustrated History of Edgar Allan Poe* on October 29th; and author (and US District Judge) Michael Ponsor discussed his novel *The Hanging Judge* on October 30th

Media and Social Media

As of today, we have 1,520 subscribers to the eNewsletter (Constant Contact) and 539 likes" on Facebook. There are some great projects on display this week from both Thursday and Saturday and photos are posted on Facebook.

Meetings/Outreach

I attended the MLS Library Director Meeting in Charlton. The Tri Epic Emergency Response staff held 2 sessions to assist residents with signing up for Everbridge. The Adult Services Librarian and Library Director attended the Annual Meeting of the Massachusetts Library System on Monday, November 3rd – theme was *Story Box: Creating your Library's Culture* and Michael Margolis was the keynote speaker. I attended the WRTA Steering Committee meeting in Worcester. I attended the CHNA5 (Community Health Network Area 5) meeting where 4 UMass students presented their assessment on the community health. Asthma was identified as a major health concern in Southbridge. I also attended the Literacy Volunteers of South Central MA meeting.

FOJEL

The afghan donated by the knitting group as a fundraiser for the Friends, is on display. Tickets are still available! Drawing will take place at the annual winter concert on December 4th.

Food For Fines

The annual *Food For Fines* drive is underway throughout the month of November, thanks to permission received from the administration to accept food in lieu of fines for late materials.

Grants

On Monday night we had a special guest, storyteller Rona Leventhal. The program was funded by the Southbridge Cultural Council. She gave a great show with songs and stories that were a little bit scary and very funny. Gregory Maichack had a full house for his workshop *Sublime Sunflowers* and all attendees took home their finished art piece. Two of those in attendance wrote emails to indicate how much they enjoyed the program which I passed along to the Southbridge Cultural Council who funded the workshop.

Staff

Staff is working on the MA Library System delivery survey this week, conducted across the state on a quarterly basis. We continue to write SOP/documentation on procedures so as to improve the orientation for new hires. Rose Reith has started in the Library Aide position in the Children's Room and training in both circulation desks. Staff conducted the quarterly survey of the material delivery service for Mass Library System. At the beginning of November, the three Library Aide positions totaling 30 hours per week we consolidated into two positions of 15 hours per week each.

State Aid and ARIS

Message from MBLC about use of state aid funds - email

Teens

A new bimonthly *Teens and Tweens Chess Club* has started with the assistance of volunteers Adam and Benjamin Piche, and will continue every other Saturday now through the spring. A new series of programs called *Teen Tuesdays* has begun and we hope to develop this series to cover a diverse range of programs that would interest a teen audience. A reporter from the *Southbridge Evening News* covered the event.

Town Manager

The Town Manager, DPW Director and I met to discuss the procurement for ceiling project. Mindy Ernst-Fournier provided some information about the contiguous properties. I have drafted an RFP (my first) and have a materials list provided by Sherwin Williams. I will be submitting to the procurement officer/Town Manger. I am anxious to move forward on this project.

Training

Cross training is still underway for Children's Room staff in the adult circulation area.

Trustees - 100th Giving Thanks for current and past staff

I would like to express my gratitude to Robin and Mel for coordinating the program. Red Roof Catering has been hired for the event. 41 people will be attending.

Volunteers/Tax Abatement

Many of the Tax Abatement personnel have completed their required hours to complete the program. We look forward to their return in January when the program starts again. JEL had six part time workers through this program. There is also a new volunteer who has started and is working on the inventory project. Without all these additional hours, many of the projects we undertake would not be possible.

Month of November Exhibit	Exhibit of work of Monica Elefterion	During Library Open Hours	Main Hall
Monday 24	Pajama Story Time	6:30 pm – 7:30 pm	Children's Room
Tuesday 21,28	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Wednesday 19,26	Crafty Wednesdays	drop-in all day	Children's Room
Wednesday 19,26	Super Kids	10:30 a.m. – 11 a.m. Followed by a craft	Children's Room
Thursday 20,27	Lego Club	3 p.m. – 4:30 p.m.	Craft Room
Thursday 20	Technology – What is the next innovation and more With Eric Silverberg	6:30 p.m. – 7:30 p.m.	Reading Room
Thursday 27	Thanksgiving – library is closed		

Friday 28	Library is closed		
Friday 21	Toddler Time	10:30 a.m. – 11:30 a.m.	Craft Room
Saturday 22,29	Lego Club	10 a.m. – 12 noon	Craft Room

*sponsored by the Southbridge Cultural Council

Month of December 2014 Exhibit	Graham Cracker Houses display		Main Hall
Monday 1	Book Club: Olive Kitteridge	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 8	Hora de Cuentos with ASPIRA students from MHS	6:30 p.m. – 7:30 p.m.	Children's Room
Monday 15,22,29	Pajama Story Hour		
Tuesday 2	Graham Cracker House Making – Registration Required	3 p.m. – 4 p.m.	Children's Room
Tuesday 2, 9,16,23,30	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 2, 9,16,23,30	Teen Tuesday	3 p.m. – 4 p.m.	Pioppi Room
Tuesday 16	Trustees Meeting	12 noon	Mills Room
Wednesday 3,10,17,24,31	Crafty Wednesdays	All day – drop in	Children's Room
Wednesday 3,10,17,24,31	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Thursday 4,11,18	Lego Club	3 p.m. – 4:30 p.m.	Craft Room
Thursday 4	Winter Concert with Michael Caprera and Hunter Foote	6:30 p.m. – 7:30 p.m.	Main Hall
Thursday 12	Library Box Office: Two Autumns and Three Winters	6 pm	Pioppi Room
Friday 5,12,19	Baby Time	10:30 a.m.	Children's Room
Saturday 6,13,20,27	Lego Club	10 a.m. – 12 noon	Craft Room
CLOSED	Tuesday Dec.24 – Half Day		

	Wednesday Dec. 25 Christmas Day		
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