

TRUSTEES MEETING TUESDAY, MAY 26, 2015

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Budget

The library budget was unanimously approved at the Education and Human Services (EHS) subcommittee April 29th at 7 pm. Council of the Whole meeting 5/26 to approve the FY 16 Operating Budget and the Capital Budget.

Building/Capital Projects

- Working on safety procedures with staff.
- Conducted a conference call with an energy efficiency consultant with National Grid.
- Colby Fire Protection has replaced the wet sprinkler head with a dry system in the Craft Room closet.
- Contacted the Fire Chief and gave assurance that the repair of the Foster Street steps is a line item in the FY 16 budget and would be replaced once the budget was available.
- The Police Department came by to check out the window well area of the Children's Librarians office, as a person was observed to have been sleeping there.
- DPW has done a wonderful clean up around the building including re-installing a cabinet and insulating an area in Tech Processing and other maintenance.
- The urns and lamp posts have been painted by the custodian.
- Quote requested on the leather chair in the Reading Room, donated in memory of Ray Capral. The arms are wearing thin.
- #10 Wardwell Court was razed on Friday and the debris removed early this week. The Board of Trustees met with the Town Manager to discuss the contiguous properties.
- Submitted 2 capital requests for FY16
 - Original Façade Main Street to be re-pointed \$41,600.00
 - Parking lot re-surfacing \$37,220.00

Parking Lot

No further incidents have come to my attention. Traffic at 2:45 pm and 3:45 pm continues to be busy.

Technology

- Wifi was not available for a couple of hours due to a network-wide issue.
- Staff met with 3M representative on 5/15 to discuss self-checkout and RFID options for the future. The company followed up with a quote of \$55,067.00 for the RFID option.
- A system-wide update to the catalog system was uneventful.

Centenary Book Project

The work on the manuscript has been completed. The project was finished in mid May and submitted to Navigator Graphics. Ashley Kenney, Adult Services Librarian assisted.

Collections

- Shifting has been done in the nonfiction collection and all materials relabeled.

- Completed the evaluation of the adult audiobook collection.
- Moving on to adult nonfiction, as the area is quite crowded.
- Experimenting with different reports that are now possible to evaluate and manage the collection.

Children's Department

- Mother's Day was the theme for this week's *Crafty Wednesday* program. The children made some creative flower bouquets from tissue paper.
- *Pop Art* from the third graders at the West Street School has been on display in the Children's Room. The students work is amazing! Families and friends joined us for a reception 5/18.
- The Children's Librarian is setting up visits with the schools to promote the summer events and activities. We appreciate the cooperation from the school department, getting the recommended reading lists to staff this early, to facilitate planning.

FOJEL

Annual Meeting took place on April 27th. The new officers are: Barbara Day, President; Isabel Lopes, Vice President; Laura Tomasko, Secretary; Vivien Deslisle, Treasurer. JoyCo gave a wonderful performance in celebration of Jazz History Month.

Grants

- The second program funded by the employees of Harvard Pilgrim in conjunction with Early Intervention/ KDC was offered on Saturday, May 2nd. Rick Goldin presented his show "I Like to Read".
- Thanks to Trustee Robin Weber for providing this grant opportunity. There will be many more events throughout the next few months, including music therapy, movement, yoga and dance and fun!

Media and Social Media

as of today:

1543 subscribers to the eNewsletter (Constant Contact)

607 "likes" on Facebook

2,656 JEL Website Page Views (April 1-30)

Meetings/Outreach

- The library has a booth at the Community Baby Shower. The Friends of JEL donated a \$75 basket of books and toys for the raffle.
- Participated in the public hearing on the Open Space Plan 5/13
- Attended the Food Pantry luncheon 5/19

Memorial Donations

- A total of \$240 has been received in donations in memory of patron Bernice Ziemski.

- Former Trustee and Chairman Jack Lachapelle passed away in early May. Mr. LaChapelle was dedicated to the community and also served on the Town Council. Two books have been dedicated in his memory.
- Memorial donations of \$100 have been received in memory of Mr Lachapelle. Gift of \$200 to Friends of JEL also.

Programs

- Local business owner Susan Cornetta of Susan’s Artisan Breads held a presentation on Thursday, April 23rd about Artisan Bread Making. We had a great turnout, and the attendees were pleased to leave with a loaf of her bread.
- Author talk and book signing on 5/16 on *Hannah’s Left Hoo*.
- The Library Box Office series continued on Thursday, 5/14 with the film *Traitors*.
- A reception was held for this month’s artist, Delia Rodriguez, on Thursday, May 7th. Her selection of hand-knitted items will be on display throughout the month.
- The Celtic music duo *Doolin* performed on Thursday, April 30. There were thirty people in attendance and the program was sponsored by a grant from the Southbridge Cultural Council.

Staff

- The library trustees hosted a reception for Karola Daigle on her last day of work, May 11th from 2 pm to 4 pm. Staff is adjusting to working with a reduction in staffing and planning accordingly.
- Audrey Weber has been hired for the 15 h.p.w. Library Aide position in the Children’s Room. Staffing has been adjusted so as to provide support in public service areas at all times.

Summer Reading

- Recommended Reading lists have been received from all the schools. Recommended books have been purchased. Staff will display the materials and use Inter Library Loan to supplement our collection.

Town Manager

The Acting Town Manager, Kevin Paicos is working with the Town Attorney on the Purchase and Sales Agreement on #28 Wardwell Court.

Training

I attended a webinar *Equipping Managers to Deal Effectively with Challenging Employees*, on 5/21. HR Specialist has arranged with the insurance company for some training on the topic of dealing with difficult patrons and customer service, in general. Two sessions offered each day to accommodate staff alternating with desk coverage:

6/23 “Power of Positivity”

6/30 “I Pay Your Salary”

Month of MAY Exhibit	Delia Rodriguez - Knitting		Main Hall
Tuesday 26	Knitting with Sonya	10:30 am – 12:30 pm	Reading Room
Tuesday 26	Teen Tuesday	3 pm – 4 pm	Pioppi Room
Tuesday 26	Trustees Meeting	12 noon	Mills Room
Wednesday 27	Crafty Wednesdays	All day – drop in	Children’s Room

Wednesday 27	Super Kids	10:30 am – 11:30 am	Children's Room
Thursday 28	Lego Club	3 pm – 4:30 pm	Craft Room

Month of June 2015 Exhibit	Artful Friends – group show Fundraiser for Friends of JEL	During Library Open Hours	Main Hall
Monday 1,8,15,22,29	Pajama Story Time	6:30 p.m. – 7:30 p.m.	Children's Room
Monday 1	Hannah's Left Hook book discussion	6:30 pm – 7:30 pm	Reading Room
Tuesday 2,9,16,23,30	Knitting with Sonya	10:30 a.m. – 12 noon	Reading Room
Tuesday 16	Board of Trustees	12 noon	Mills Room
Tuesday 2,9,15,22,29	Teen Tuesdays	3 p.m. – 4:30 pm	Pioppi Room
Tuesday 2,9,16,23,30	Lego Club	3 p.m. – 4:30 p.m.	Craft Room
Wednesday 3,10,17,24	Crafty Wednesdays	All Day	Children's Room
Wednesday 3,10,17,24	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Wednesday 24	Dedication of Felix Gatineau Bas Relief with a Lecture by Dr. Claire Quintal	3 pm – 4 pm	Reading Room
Thursday 4	<i>Artful Friends Concert</i> with Brooks Milgate	6:30 pm – 7:30 pm	Reading Room
Thursday 11	Library Box Office: Robot and Frank	6 pm	Pioppi Room
Thursday 4,11,18,25	Lego Club	3 p.m. – 4:30 p.m.	Craft Room
Thursday 25	Pride in Southbridge –9 th Pride in Southbridge	6:30 p.m. – 7:30 p.m.	Reading Room
Friday 5,12,19,26	Toddler Time	10:30 a.m. – 11:30 a.m.	Craft Room