

**TRUSTEES MEETING      TUESDAY, DECEMBER 20, 2016**  
**REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**

**Building**

- Working on crafting a scope of work for the next building project - the interior wall (near the new books section) and then the ceilings throughout the building.
- Dale Roger's *Reach for a Star* sculpture was successfully installed 12/1 with the assistance from the DPW. A dedication will be planned in the Spring.
- The upgrade to the lighting system throughout the building started on 12/14
- DPW installed the frame photographs of the Felix Gatineau walking cane in advance of the dedication on Saturday, 11/12
- DPW cut 1' off the hedge at the north entrance. Cleaned the gutters. Replaced some bulbs.
- Arranging for floor drains to be installed in the bathrooms on the main floor.
- Water Company inspected and passed the back flow preventer system
- Reviewed scope of work for the concrete pad on Main Street with Steve Roenfeldt and contractor. The pad will need to accommodate the wooden bench, bike rack and fit-it-station and we are hoping CMRPC will allow us to defer until Spring.
- MPC was called as there was no heat in the Pioppi Room. Problem resolved 12/5.
- A-Quality Fire here to check on one of the fire extinguishers.
- Resident with students taking Quabog bus complained about the parking lot not being treated for 6 am. Referred to DPW. Please note the library does not open until 9 am.

**Children's Programs**

- Therapy dog Drifter and his owner have presented Reading To Drifter opportunities on Saturday mornings in the past few weeks.
- Holiday decorations have been complete and the winter theme is everywhere!
- Special story programs have been set up for the YMCA visit JEL on Tuesdays and WCAC on Thursdays.
- The pre-Halloween Saturday morning program on 10/29 was a big success.
- Maura Mendoza and Guillermo Ortiz performed on Saturday 11/19. The concert was funded by the Borgatti donor advised fund at Greater Worcester Community Foundation
- Holidays are coming, preparing for Gingerbread House making and the tree decorating
- Distributing Southbridge Taking Ownership and Pride "Caught Being Good" cards to worthy recipients, an initiative of the Recreation Department where there are prizes that can be redeemed from the Police Station 12/7.

**Collection**

The second review of the adult collection is almost complete.

**Closure**

On the advice of the DPW, the library was closed on 12/17

**Friends of JEL**

- Three Gingerbread House Making workshops with 25 participants at each were a huge success. Many of the creators wished to display their work in the display cases in the main hall, enhancing the festive look throughout the building.

**Food For Fines**

- Catholic Charities is the beneficiary this year. The volunteers there were most grateful for the many baskets of food we were able to collect for their holiday baskets that will be distributed in the community.

**Grants**

- Grant of \$10,000 awarded by MIIA the municipal insurance company, for partial coverage of the installation of the security camera system. The total cost is \$23,329.96

**Literacy Volunteers**

Kathy Armstrong is retiring and her 8 h.p.w. position has been advertised.

**Long Range Plan**

- The Sub Committee has met on two occasions and library staff is working on providing the statistical data for the report and commenting on the draft.

**Media and Social Media**

*as of today:*

1,511	subscribers to the eNewsletter	(Constant Contact)
797	"likes" on Facebook	
1,699	JEL Website Sessions	November 1 – November 30, 2016

**Meetings**

- Participated in the sub committee on the Long Range Plan.
- The Adult Services Librarian and the Director attended the annual meeting of the Massachusetts Library System. John Palfrey, author and academic was the featured speaker.
- Attended the following meetings
  - quarterly meeting of the Community Health Network Area 5 (CHNA5) on 10/28
  - Chamber of Commerce Fun At Five 11/15.
  - Dual Language meeting at Cole Ave on 11/16
  - Southbridge Business Partnership kick off meeting 11/17
- Met with two representatives from Department of Children and Families (DCF) to discuss resuming supervised visits in the Children’s Room.

**Proctoring**

Proctored an exam on 12/19 for a University of Missouri student

**Programs**

- Allan Butler presented a program on angling that was sponsored by the Southbridge Cultural Council.

- The Felix Gatineau walking cane was dedicated on Saturday, November 12<sup>th</sup> and about 30 family members gathered to celebrate.
- Dan Deedy, Business Manager here to present the FY18 School District Budget Kickoff.
- Krosslink met on 11/3 and 12/1. Celebrating one year in operation.

### **Safety and Security**

- Intoxicated man in the library 11/17
- Two officers came in looking for person on 11/24 and escorted one of the patrons out.
- Patron behavior was considered inappropriate and two patrons were asked to leave when the behavior persisted.
- Staff noticed two books from the display were stolen.
- A patron reported finding the tip and cover to a needle on the main staircase. Staff disposed of in a Sharps container 12/8
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### **School Department**

- *Empowering Youth Through Literacy* program planning on using animation to interest students in the after-school workshop offered by teacher Eric Burton.
- Attended the Dual Language Steering Committee meeting 12/8 at Cole Ave.

### **Staffing**

- 2 high school students have been hired as 10 h.p.w. page staff. Mackenzie Mercure and Hayden Blackmore are in place.
- The third part of the minimum wage award has been approved by Town Council and will take effect 1/1/17. Five staff will be affected.

#### **Survey for WRTA/CMRPC**

- The library is designated as a drop off point for the surveys being distributed by the Central MA Regional Planning for the RTA on the perception of the public regarding the performance of the bus service.

### **Technology**

- C/WMARS continues to work on updating the network access and installing hardware.
- The printers at the circulation computers have been updated on 12/1. Cable has been labeled in preparation for a re-organization in the data closet.
- Server cabinet installation will be the next project 1/4/17, as well as scanners at all service points.
- Security camera system is being expanded and updated. Quote from American Alarm Systems – vendor registered on the state bid list has been accepted. The installation is tentatively scheduled for 1/18 – 1/20 and may be sooner, depending on the progress in the Data Room by C/WMARS.

### **Training**

- Four staff participated in the webinar on *“The Opioid Epidemic and Your Municipality”*

## **Volunteers**

- Tax Abatement personnel have completed their hours of service for 2016. The applications for 2017 have already been submitted and we look forward to having the assistance from 5 program personnel in the coming year.
- The Southern Worcester County Educational Collaborative (SWCEC) will not be sending vocational students and a coach for the near future as they are experiencing some staffing shortages.