

## **Trustees Meeting Tuesday, September 27, 2016**

### **Report presented by Margaret Morrissey, Library Director**

#### **ARIS/Financial Report**

I will be participating in the webinar this week on the Financial report organized by the MA Board of Library Commissioners, in advance of the submission of the annual financial report, due October 7.

#### **BiCentennial**

- Art and literature exhibit being planned for November.
- A complimentary copy of *The First Century: Jacob Edwards Library, 1914-2014* was presented to the committee for inclusion in the time capsule that will be buried in the park on Elm Street adjacent to the Fire Station.
- Some materials were borrowed by the committee for inclusion in a display at the QVCAH.

#### **Building**

- PO Roofing, Oxford started the work on the original section of the building September 7<sup>th</sup> and are just about finished the work.:
  - replacing the copper gutters,
  - re-pointing the façade and foundation,
  - caulking of all the windows

I would like to recognize the assistance received throughout the bid preparation and renovation process from Ron San Angelo, Town Manager; Heather Blakeley, Interim DPW Director and Adam Silun of Garland who prepared a report and oversaw the project.

- MPC has completed the winter preventative maintenance work
- Wel-Design has completed the annual fire system inspection test.
- A-1 Extinguishers completed the annual check of equipment.
- LaRochelle Electric installed a new emergency light box and also installed a ballast on a canister lamp on the lower level.
- Updated quote received from American Alarm and Communications for replacement and increase coverage to the camera surveillance system. In light of the increase in security issues we are looking forward to the added protection the cameras will provide.
- Quote requested from Blanchet Plumbing for installation of floor drains in the first floor toilets and waiting to schedule the work
- Meeting with contractor to discuss pouring of pad for the new (CMRPC) grant funded bike rack, fix-it-station as well as the existing wooden bench, and the plinth for the sculpture. The work is all on the Main Street side of the building.
- Need to provide more data for the energy equipment analysis

- Working on quotes for repair of the leather button tufted wing chair. This chair was donated by the Alexander and Maureen Prokos family in 2004 in memorium of Ray Kapral.

### **Children's Department**

- Summer Reading was a challenge this year without a Children's Librarian. However, staff filled the breach and many children and families participated in the activities. Next year we will organize the incentive program differently in the hope of attracting more readers.
- As the school district increases its requirements of the students, we look forward to a stronger connection with the school district and cooperating more on selection of suggested titles
- Elizabeth Gendreau has been appointed as Children's Librarian. Already, lots of new programs have been added to the events offerings, including Dot Day, Curiosity Day, a celebration of Roald Dahl's 100<sup>th</sup> birthday and many more. The room is busy and the number of attendees at programs is increasing and is due to the warm welcome and supportive atmosphere in the room.
- Interview for 10 h.p.w. position this week. Hope to hire soon to alleviate the deficit in the staff hours.

### **Collections**

Due to low staffing levels we have suspended the inventory project for now. We hope to resume next month when the new staff are in place.

### **FOJEL**

- A fundraiser is being organized in conjunction with Dale LePage and The Manhattans. Tickets are available at the circ desk - \$12 in advance or \$15 at the door. The money is used in support of programming at the library.
- The Friends will staff a table at the Community Center on 10/15 as part of The Last Green Valley/Walktober Volunteer drive.

### **Gifts**

Felix Gatineau walking cane has been installed by the DPW. Photographs of the cane have been arranged through Village Photo for framing and will be installed beside the shadow box. Verbiage for the plaque is being reviewed.

### **Grants**

- Currently drafting an application for MIIA grant to offset some of the cost of the camera surveillance system.
- WRTA/CMRPC Grant of just over \$3,000 for Southbridge and the library will have a bike rack and Fit-It Station installed on the Main Street side of the building which will contribute to a more recreational-friendly community

### **Literacy Volunteers**

- A series of training events are being planned for new tutors.

- Due to a projected grant not being awarded, LVS has experienced a significant decrease in its current budget. An appeal has gone out to area businesses and the immediate impact has been averted but fundraising continues to be a necessary activity in order to maintain the current level of services and staffing.

### **Outreach**

- International Manufacturing Day – Qunisigamond Community College and the Chamber of Commerce is organizing the first Manufacturing Day at the library. A sandbox of different equipment and tools to try out will be available.
- Commission on Disability is hosting a fair at the library on October 27<sup>th</sup>

### **Programs**

- An informal round table meeting was hosted with Dr. Jessica Huizenga, Receiver/Superintendent and the Business Manager Dan Deedy. Some of the Trustees were in attendance. Support from the community is paramount for the successful turnaround of the school system. Dr. Huizenga is confident that this will happen. There were lots of good suggestions and information made during the evening.
- A program on honey bees and beekeeping was well attended and publicity received in the Southbridge Evening News.

### **Staff**

I would like to recognize the staff for the stellar work they did in providing library services while I was on leave for two weeks August 15 -29<sup>th</sup>.

Interviews for vacant positions: Circulation Supervisor f/t, Library Aide 10 h.p.w. will be conducted this week

### **Technology**

- C/WMARS, the network has been upgrading our systems and have spent many days here in Southbridge as well as virtual updates.
- New server PowerEdge R300 and 5 OptiPlex 7040s have been purchased from Dell and will be installed by C/WMARS staff.
- Server cabinet Crucial Core 42U has been purchased from Rackmount Solutions
- The C/WMARS email system changed over from Outlook to a Google/Gmail system 9/19 and there are still some issues – access to folders for example is still needed.