

TRUSTEES MEETING TUESDAY, APRIL 25, 2017

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Bicentenary

- Assisting with the production of the bicentennial history of Southbridge.

Budget

- Education and Human Services (EHS) sub committee will meet on 4/25 (this evening) at 6:30 pm to discuss the library operating budget (among others).

Building

- Met with DPW Director and Engineer to review the *Scope of Work* for the New Books area plaster repair project, on 3/31.
- DPW Engineer, Matthew Desjardin was here to tour the facility 4/6, to discuss the recent facilities report in terms of implementation strategy and to examine the new books area for on the plaster project.
- DPW arranged for repair of storm window, Pioppi Room at Menards Glass and re-installed the window, on 3/29.
- A leak was found in the Reading Room ceiling on 2/3 and the DPW did a temporary repair was done by DPW. Bids have been requested.
- Custodian has completed painting the walls and in the Children's Room. Working on lower level hallway.

Children's Room

- Selecting prizes for summer reading prize and planning the activity program for the summer months. JEL plans to offer the food service program in conjunction with the school district and we are waiting for information to determine the dates of service.
- *Make Your Own Greenhouse* program was held on 4/8, in addition to the regular offering of story and craft programs.
- School vacation week 4/21 - 4/25. Two programs were funded by the Olive I and Anthony A Borgatti donor advised fund from GWCF – Animal Adventures: a program that promoted anti-bullying theme as part of the animal presentation. The second program was an interactive concert with David Polansky on keyboard and piano. These presentations were in addition to our ongoing weekly offerings.
- Memorial donation in memory of V. James Puracchio, former Trustee and patron Katharine Colognesi were used to purchase equipment from our 'wish list' for the room.

- YMCA Day Care annual art show will be on exhibit for the month of April. The reception was held on 4/10 and had 102 attendees.
- Department of Children and Families (DCF) and the library have entered into a memorandum of understanding regarding supervised visits taking place at JEL and will resume visits in the Children's Room.

Closure

- The library was closed in honor of Patriot's Day 4/17.
- The library was closed for half day morning to facilitate a regional staff training 4/11, at the Charlton Public Library.

Collection Development

- The Children's Room continues to work on an inventory of the collections, as time permits.
- Evaluation of the Adult non-fiction collection is now focusing on the biographies.
- Evaluation of Q books has been completed, in nonfiction. Large Type will follow, and then routine collection maintenance can become the focus.

Digital Library

- DPLA (Digital Public Library of America) is using one of our images from the Spanish American War in an exhibit May 2017 called "Age of Empire".

Friends of JEL

- The annual booksale (3/30 – 4/1) and generated \$476.
- The annual meeting took place 4/24. Jazz evening followed with Brian Kearsley and Hugh Allan.
- Officers: Barbara Day, President; Isabel Lopes, Vice President; Kathy Dashnaw, Secretary and Vivian Desisle, Treasurer.

Fuel Assistance

- WCAC extended Fuel Assistance until May 12, hosted at JEL by appointment only.

Outreach

- DCF and JEL has a memorandum of understanding and visits will now resume in the public space in the Children's Room.

- I attended the Dual Language committee meeting 4/10
- Working with Community Access TV station to have our programs uploaded to the JEL You Tube channel.

Programs

- Artist Ferol Smith's work is on display for the month of April. At the reception on 4/6, she sold five paintings.
- Krosslink meetings will be at the Economic Development office lower level of the Town Hall for the next few months (1st Thursday of the month) as there were so few attending the meetings here.
- Eight poets and academics from central MA presented their work on 4/20.
- Staff is hoping the community will participate in the Library Selfie day Friday 4/28. Staff would like as many as possible from the community to share photos taken at JEL!

Research

- Assisted patron with research on the Quinebaug River.

Safety and Security

- A high school student ignored the request by a staff member to remove his hood and subsequently ignored the director and the tutor making the same request. As he would not comply, he was asked to leave. The tutor indicated she would speak with the school about student's behavior at the library. Student returned on 4/12 without incident.
- Police officer did a walk through mid-afternoon on 3/29 and 4/4.
- A patron was inadvertently locked in at closing time. Staff and did a walk around with the officers.
- Custodian found 2 nip bottles in the bathroom 3/30.
- Staff reported on 3/31 she noticed a male in dark clothes climb out of the window well outside the Children's Librarian's office.
- Thanks to Police Officers for assisting patron who was disabled due to substance use on 4/19.
- EagleStar will be installing alarms on two doors that are in a remote area of the library and not monitored.

Staff

- Conducted 6 months review with Circulation Supervisor.

State Aid

- As of 3/28 there is a balance of \$78,076.34

Tax Abatement Personnel

- Four of the tax abatement personnel have an average of 20 hours completed. One participant has had surgery and will be starting the program as he has medical clearance.

Tax Season

- The AARP Tax Preparation Volunteers have completed the program. Two AARP volunteers staffed 152 appointments over 17 days. The community has come to rely on this annual service.

Technology

- Contacted American Alarm 3/30 to fix glitch in system. The company returned 4/3 conducted a site visit to re-direct the cameras as they were incorrectly configured after the Circ Camera was installed.
- Called network as computers had lost connection 4/3. Issue resolved quickly, as it related to an upgrade done over the weekend.
- CWMARS here to start the installation of OS10 and Microsoft Office 16 on all computers. Staff will continue to do the software installation over the next two weeks.
- Elevator monthly inspection completed.
- Called Dell to trouble shoot a buzzing noise that happens intermittently on Optix 7040. They updated the drivers etc. and monitored it for 48 hours. Problem resolved.

Teen

- Evaluating Young Adult section for space considerations.

Training and Conferences

- I attended the annual Digital Commonwealth conference at College of the Holy Cross 4/4
- The area library directors arranged for a training on customer service and library core values on the morning of April 11th, from 9-1. The training was conducted by Deb Hoadley, Library Consultant. The library was closed to facilitate all staff attending. This was the annual half day training as provided for in the JEL Long Range Plan. Feedback from staff was very positive.