

TRUSTEES MEETING TUESDAY, JANUARY 24, 2017

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Bicentenary

- Assisting with the production of the bicentennial history of Southbridge

Building

- Blocked toilet on the main level was clogged 12/22, 1/5 and 1/7 A few times this reporting period we have had the toilets on the main level to malfunction. Waiting for vendor to replace the toilets and install floor drains.
- Lighting upgrade to LED system started on 12/14. The electrical crew is in the building Tuesday through Friday and anticipates being here for approximately one month. Already there is a remarkable improvement in the lighting throughout the building. The area in the Main Hall, the attic space over the Reading Room and the rear staircase are areas still to be done.
- Custodian continues the painting project in the Children's Room.
- MPC here to check on two baseboard heaters on mezzanine floor. Replaced two thermostats and installed new valves in the units.
- American Alarm Company started the installation of the upgraded and expanded security camera system. MIIA Grant of \$10,000 will offset some of the cost. Waiting for shelf for server cabinet and will return to install and conduct some training with the staff.

Children's Room

- Winter Science Experiment Day was a success!
- *National Winnie the Pooh Day* celebrated 1/18 - Fourteen in attendance.
- Started inventory and initial weeding and fixing books in catalog
- Staff participated in a webinar on summer reading
- *La Hora de Cuentos* starting the second Monday of the month

Collection Development

- The Children's Room is starting to work on an inventory of the collections there.
- Evaluation of the Adult non-fiction collection is now focusing on the biographies.

Donations

- Former long time patron Katherine (Timlin) Colognesi has passed away this month and the Jacob Edwards Library has been listed as one of the two organizations for memorial gifts.
- CA Stillion of Washington DC has donated correspondence from a Spanish American War soldier Mr. Sayles.

Holiday Decorating

Staff appreciated the visit from the Town Manager and Editor of SEN to review the holiday themed decorating, using up-cycled materials.

Outreach

The library is hosting new pop-up exhibit, *The Bill of Rights and You!*, from the National Archives Traveling Exhibits Service (NATES) commemorating the 225th anniversary of the Bill of Rights. The exhibit has been installed on the lower level of the building.

Programs

- The Library Box Office continues to have good attendance - *Hail, Caesar!* was screened on 1/12.
- A call to artists for the Annual Women's Show in March has gone out to known artist contacts, encouraging them to spread the word. All women artists in the community are welcome to submit a piece of their handwork.

Safety and Security

- A patron approached the Director in regards to the thermostat.
- A patron complained she was propositioned by an elderly man, on her way into the building.
- Evidence found that two books were stolen from the teen collection.

Staff

- Library page position advertised.
- Working on the FY18 operating budget \$507,
- Working on the capital budget request – will be requesting funding for a replacement of the telephone system.

Tax Abatement Personnel

- The five tax abatement personnel have completed their applications for 2017 and started the week of 1/23/2017

Tax Season

- The state tax forms have arrived 1/10 no federal forms received yet.
- Staff taking appointments for AARP Tax Preparation Assistance program

Technology

- C/WMARS installed the server cabinet in the communications room and worked on installing new scanners at all the service points on 1/4. There was no internet access for most of the day. Flyers and Facebook postings were made to alert patrons.
- C/W MARS informed us that Ricoh does not support Google email in the scanning function – an SSL issue. I have discussed this with our Ricoh representative and the current implications. The contract for the photocopier/printer/scanner expires in June 2017.
- C/W MARS will be here on Friday 1/13/17, to install the 3 OPACs online. They also worked on some other issues we discovered.
- The installation of an upgraded and expanded security camera system by American Security was underway on 1/18 – 1/20. A shelf is on order for the server cabinet. They will return to install the shelf and conduct staff training on the system. Eight additional cameras were installed to extend the coverage of the system.

Trustees

- Trustee Emeritus V. James Puracchio passed away this week. The library was nominated as one of two suggested organizations to receive donations.

Weather closing

The Town Manager called to close the library at 7 pm on Thursday 12/29 due to inclement weather.