

TRUSTEES MEETING TUESDAY, JULY 25, 2017

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Building

- DPW to sign contract with Van Gerven Plastering Inc., as the lowest bidder for the New Books area plaster repair.
- DPW on Summer schedule since 6/5. Hours are Monday through Thursday 6 am – 4 pm. No custodian service Fridays when JEL is open 9 am – 5 pm.
- A leak was found in the Reading Room ceiling on 2/3 and a temporary repair was done by DPW. Repairs will be scheduled in FY2018. Quotes already obtained.
- Thank you to the Building Inspector for visiting the neighborhood 7/5, some of the issues that had been contributing to the blight in the neighborhood have been cleaned up.
- DPW power washed sidewalk, as requested at last meeting.
- Three empty cans of beer were found outside the Children's Room window on the north side of the building 7/17.
- Toilet blocked and Joel came from Town Hall as Jamie is on vacation 7/17.
- DPW Assistant Director is working with the contractor on the contract for the New Books Area plaster repair
- DPW maintaining the landscape area and sprayed the weeds 7/19.
- Sunflower and first-time Children's Garden at the north entrance, are both thriving.

Children's Room

- Programs will also be supported by an LCC Grant from the Southbridge Cultural Council.
- 171 children registered for Summer Reading
- Food service has begun we are feeding an average of 22 kids per day. When the YMCA kids join us twice weekly the numbers are 50+
- Newly launched this year is *Tinkering Thursday*. It is a hit with the kids and many repeat visitors!
- The Monday *Anti-Bullying* program have 50 in attendance..very popular with YMCA group
- Lego wall is growing 125 Legos on wall to date!!
- *Musical Petting Zoo* presented by Springfield Symphony on 7/11 had 77 in attendance. Sponsored by the Borgatti Fund and Friends of JEL
- Erin DeMelo *Introduction to Keyboard* on 7/13 had 13 in attendance
- *Henry the Juggler* on 7/17 had 61 in attendance and sponsored by the Southbridge Cultural Council.
- Turtle Rescue on the afternoon of 7/18 had audience of all ages and 62 attended
- Ice cream truck event attracted 56 attendees on 7/19.

Closure

- The library was closed in honor of Independence Day

Collection Development

- The Children's Room continues to work on an inventory of the collections, as time permits, staff almost finished with the inventory and label changing of the Early Reader collection
- Received 100 free large-capacity Kwik DVD security cases from Wellesley Public Library. Staff has rearranged the DVDs to accommodate the burgeoning collection. DVDs continue to be one of our most popular collections.
- Completed inventory of music CDs and picture books with CDs (read a long) in the Children's Room

Friends of JEL

- The 12th Artful Friends fundraiser was deemed a success. At the Friends meeting 7/18, the report indicated that \$589.74 was net income. Expenses totaled \$80.26. [\$670.00]

Gifts

- A seashore painting by Christine O'Brien has been donated to the library by George Wolstencroft.

Long Range Plan

Final draft from the subcommittee to be presented at today's Trustee meeting.

Media

Receiving good responses to our frequent Facebook postings.

Outreach

- Met with Javian Gutierrez, Family Engagement Coordinator for the School District 7/24
- UMass Medical Resident: Dr Shalini Shah visited to learn about community health.
- MA State Archive exhibit *Castle Island* has finished. Arrangements are being made for future exhibits in the lower hallway.
- Conducted an orientation tour of the library for the QCC Communications program students of Dr. MaryKate McMaster 7/17.

Periodicals

In FY18 staff will manage the subscriptions directly using the Amazon Periodicals Manager. Service from the jobber was unsatisfactory and very time consuming, hence the change.

Recreation Passes

- YMCA provided one free pass for the Andrew J Petro pool. The other pass was paid from the operating budget.

Safety and Security

- Working on final details of the Safety Procedure for the facility.
- Police Chief has been in touch and will be scheduling a training for staff. Details will be arranged soon.

- As a result of an Incident in the parking lot 7/10, the Food Service employees have a new procedure for delivering the food for Summer Food Program. The Police Department are working cooperatively with the library to keep the parking lot safe.
- Wallet found and turned in to Police Department 7/10
- Police Dept. followed up on an inappropriate note to a staff member 7/14. Human Resources Department appraised.

Summer Food Service

- New volunteers have been recruited to assist us with the food distribution. We are most appreciative of this assistance from our community friends.

Summer Reading

- Registration for the program is slightly increased on previous years and staff promotion has also increased the circulation figures.

Tax Abatement Personnel

- Only three of the tax abatement personnel are currently working. One is out for surgery.