

# TRUSTEES MEETING      TUESDAY, DECEMBER 18, 2018

## REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

### Budget

- Materials for capital budget planning have already been distributed by the Town Manager to all departments.

### Building

- The annual elevator inspection has been completed 12/13. Passed.
- DPW completed the quarterly replacement of filters in the HVAC system
- Joel-DPW changed fill valve on WC in Children’s Room.
- Bertin Engineering staff here to review the public assembly areas with a view to providing a quote for determining room capacity.

### Children’s Room

Event	Story Time	Crafty Wednesday	Construction Crew	Tinkering	TOTAL
12/3 -12/8	33	21	3	0	57

Event	Story Time	Crafty Wednesday	Constriction Crew	Tinkering	Hora de cuentos	TOTAL
12/10 – 12/15	38	22	3	0	4	67

- Gingerbread House workshops were another resounding success! The program is sponsored by the Friends of JEL. The houses are on display in the main hall.
- The 4 Gingerbread House constructed by the Children’s Room staff were raffled off as door prizes at the Madrigal Singers event.

### Food For Fines

- Patrons appreciated the opportunity to donate to the annual food drive. St. John Paul II Food Pantry is the beneficiary this year and alternates with the Food Share.

### Friends of JEL

- Gifted a gorgeous wreath and roping from the Southbridge Garden Club to decorate the main hall.

### Media

- Interview with Max on the forthcoming programs

### Museum Passes

- DCR and Mystic Aquarium passes arrived and now available for checkout.

## Outreach

- Many patrons were able to get their accounts back in good standing having donated to the The annual *Food For Fines* program. St. John Paul II food pantry is this year's recipient (alternates with Catholic Charities).
- Three pick ups were made for the Toys Drive organized by Cops N Kids and Lions Club. Generous donations received from the community.
- New Hope advocate collected the boxes of hand made knitwear that were made by the knitting group and others 12/18.

## Programs

- The Madrigal Singers of St. John Paul II presented a condensed version of The Medieval Christmass Feaste at Jacob Edwards Library on Thursday, 12/6
- November's featured artist had one of his pieces stolen. Reported to the Police Department.
- Lots of positive comments from the community on the seasonal display. Other libraries in the area are considering doing a competition

## Safety and Security

- Officers walk through often and check in with the staff.
- Theft of item from the November exhibit reported to the police department priced at \$200.
- Nip bottle found in the Children's Room on 12/6

## Staff

- Ashley Kenney, Adult Services Librarian last day 12/14.
- Position is advertised by the HR Specialist. Review of applications will begin soon.

## State Aid

- The MBLC awarded \$14,967.19 (first of two payments) certifying compliance with minimum standards for Free Public Library service and the municipality's FY2019 compliance with the Municipal Appropriation Requirement (MAR)".

## Tax Abatement

- Registration has opened. Current personnel have been given the forms and some new recruits applying too.

## Technology

- Scan Pro and Copier/Printer/Scanner computers were updated to Windows 10. Until now the network had advised to not do the upgrade as there were compatibility issues reported on tech listservs. Issues since resolved.
- Maintenance contract for Copier/Printer/Scanner with Ricoh is ready for approval.