

TRUSTEES MEETING TUESDAY, JUNE 25, 2019

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Budget

- Capital budget request for copper gutters to be installed on the west side of the building (Foster Street) at an approximate cost of \$90,000. Currently there are no gutters to remove the water from the masonry façade. Town Council meeting 6/27.

Building

- DPW have been working on the FOJEL storage: to finish the space and install the shelving.
- MPC has completed the four repair projects 6/24 that were identified during the preventative maintenance review in May.
- Some vandalism in the elevator: The door to the emergency phone in the elevator has been dented but custodian was able to repair 4/16. Panel at side was pulled out in elevator car. EMS were called to repair 5/20. Quote requested for coaxial wiring for a camera installation.
- In light of the recent vandalism (2 instances) in the elevator, we have obtained quotes to install a camera as a deterrent.

Children's Room

- The Monday night STEAM sessions are very popular with the younger folks.
- *Hora de Cuentos* continues on the third Mondays.

Collection Development

- Working on updates to the Collection Development Policy
New thematic displays are continuously being created to promote the collections and encourage borrowing. The promotion of games, particularly board games were our focus this month.

Friends of Jacob Edwards Library

- The Friends has installed their summer used book promotion in the hallway.
- The organization is reviewing book and materials donations and the disposal of unwanted materials.

HiSet Classes

- HiSet classes (formerly known as GED) have started on 4/29. The program is offered by Webster ABE and is free of charge. Classes are offered on Mondays and Wednesdays. The group will resume meeting in September in the new academic year.

Meetings

- The library hosted a meeting called by the Town Manager for all Department Heads to discuss the emergency closure of Town Hall due to environmental issues on 6/17

Outreach and Promotion

- Interviewed by Max for SCTV program Library Events
- Installed Summer Reading display, with summer reading book and suggested reading for adults and teens.

- Smaller promotions on PTSD, Father's Day, Pride, Careers/Graduation etc were installed throughout the month as well.
- *Harrington Hospital mobile unit* is offering free screenings and educational information on 6/25 from 11 am to 1 pm.
- *Worcester Regional Reserve Medical Corp* is also setting up an information booth on 6/25 on Main Street.
- The staff has once again done an outstanding job of preparing displays to promote Summer Reading. The creativity and excellent execution of these dioramas and creatures is remarkable. Area libraries are having a friendly competition on being considered the most successful display.

Proctoring

- Proctored a series of four online professional development exams using some new open source blocking software 6/11

Programs

- Christie Higginbottom presented a program on 19th Century herbs. The program was funded by the Southbridge Cultural Council and was recorded by SCTV for uploading on You Tube, 5/23
- *Quinebaug Chess Club* will resume again in September, after Labor Day. The *Tuesday knitting and handwork* group meets weekly, in the Reading Room. And the *Book Club* meets on the first Monday of the month.
- *Dale LePage and Joe D'Angelo* presented the 14th Artful Friends annual concert on 6/6
- *The Annual World Wide Knit in Public day* was Saturday June 8th. The Southbridge group met at the gazebo. Our group was only one of three listed for Massachusetts.
- Dino Tata, NASA Ambassador presented a program on the 50th anniversary of the moon landing which coincides with the theme of summer reading this year – *A Universe of Stories*

Safety and Security

- Police officers conducted various walk-throughs during the month.
- Vandalism in elevator car on two occasions. One requiring a service call.
- Police called as person was sitting on the staff bench at east side of building smoking marijuana and the smoke was coming in through the windows 5/24

Staff

- Interviewed the candidates for the page position 6/3 with the HR Specialist and Adult Services Librarian. Ava Torres has been hired for this position.

Tax Abatement Personnel

- The program is underway and participants have all worked a minimum of 25 hours.

Technology

- Evergreen ILS (Integrated Library System) has experienced a few glitches since and are working with the C/WMARS network to resolve.
- Adult Services Librarian is updating the virus protection and licensing, an annual task that is time consuming and demands attention to detail. I have spoken with both Symantec/Norton and Faronics (Deep Freeze) about the staff time that the manual updates take to install in each public machine.

- WiFi Printing is no longer available after the recent system upgrade. Software purchase order has been issued for this purpose.

Teen

- Adult Services Librarian is creating some interesting programs for teens during the summer months.

Training

- Participated in a webinar for ARIS/State Aid 5/23. There is new software and I will be attending the trainings.
- Adult Services Librarian and Children's Librarian attended a training for the Summer Feeding program offered by the Ellen Finelli, Food Services Director
- Library Director attended a training on ARIS and the new software being launched this year, at the Shrewsbury Public Library, 6/3
- The town is switching from KVS to MUNIS accounting software in FY20. Three of the staff attended the training.