

**TRUSTEES MEETING      TUESDAY, MARCH 26, 2019**  
**REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**

Building

- Smoke detector replaced - 2/27
- LED light in parking lot was switched out by the electrical contractor - 3/8.
- DPW did a great job clearing the snow around the building, making it safe for patrons - 3/4.
- Colby Fire Protection Service conducted the annual test 3/15. Passed.
- Notified that JEL will need to add a monitoring service for the fire alarm as the Fire Dept. is retiring the current system. Quotes being sought from qualified vendors.

Children’s Room

- The Monday night STEAM sessions are very popular with the younger folk and numbers increase each week. Programs are focusing on developing the children’s skills in the coding and STEAM subjects and proving to be a hit!
- *Hora de Cuentos* continues on the third Mondays, in addition to the STEAM program.
- New program focusing on STEAM (science, technology engineering, art and math) starting on Monday nights in March.
- Adjusted start time for Tinkering to 4 pm to 5 pm on Thursdays, with a view to attracting more participants.

<b>Events Period 1</b>	<b>Total</b>		<b>Events Period 2</b>	<b>Total</b>
<b>2-20-19 thru 3-5-19</b>			<b>3-6-19 thru 3-19-19</b>	
Crafty Wednesdays	41		Crafty Wednesdays	52
Story Time Weds	16		Story Time Weds	26
Story Time Friday	45		Story Time Friday	57
Tinkering	4		Tinkering	6
Construction Crew	39		Construction Crew	42
STEAM	9		STEAM	12

Collection Development

- The inventory project is ongoing in the Children’s Room and with the additional assistance of the tax abatement worker, we anticipate moving more quickly through this work.
- Inventory is focused on children’s non fiction items.
- Working on updates to the Collection Development Policy

- New thematic displays are continuously being created to promote the collections and encourage borrowing – Think Spring, World Wide Web 30<sup>th</sup> Anniversary, St. Patrick’s Day, International Women’s Day and “Vernal Equinox” display related to the Super moon

#### Friends of Jacob Edwards Library

- Passes for the Naismith Basketball Hall of Fame now available for patrons to borrow 3/25
- The Friends will be holding the annual booksale starting Thursday, 28<sup>th</sup> at 1 pm until Saturday at 12 noon. This year there are lots of CDs and DVDs included in the donations.
- New refrigerator magnets available.

#### Internships

- Supervising an MLIS student: Polly Currier in her Community Outreach course for Simmons University.

#### Meetings

- Area Library Directors meeting 3/27 in Sturbridge, to discuss areas of mutual interest.

#### Outreach

- Northeast Energy Center LLC binder is on display in the Reference area for public viewing 3/15.

#### Programs

- A free monthly yoga program on the first Saturday of the month, at 9:30 am, offered by Jennifer Brouillard of *Roots to Wellness*.
- Quinebaug Chess club meets on Saturdays at 9:30 – 11:30 am. Eleven people attended each session.
- Robin O’Herin presented a gospel and blues concert 2/28
- Ben Goldfarb presented a program based on his book *Eager: The Surprising, Secret Life of Beavers and Why They Matter*.
- Library Box Office screened “102 Not Out” on 3/14
- Kala Farnham’s musical performance was held 3/21. Sponsored by the Friends of JEL and recorded by SCTV for uploading to You Tube.

#### Reference

- Adult & YA reference assistance: 20
- Working with researcher on Italian Immigration in Southbridge.

#### Safety and Security

- Police officers conducted various walk-throughs during the month.
- Center of Hope client had a behavioral issue 3/14 and created a difficulty for patrons entering the building. The CoH staff to client ratio of 2:12 became 1:11 and 1:1.

#### Staff

- Hosting the area library colleagues on 3/22 for the training was a good networking opportunity. Lots of favorable comments were made about the space and its use.

#### Tax Abatement Personnel

- The program is underway and participants work two hours per week.

#### Tax Preparation Assistance

- The AARP sessions are all booked. This year the AARP volunteers could only offer Monday sessions as they could not recruit enough volunteers to expand the service.

#### Technology

- Adult Services Librarian is updating the virus protection and licensing, an annual task that is time consuming and demands attention to detail.

#### Teen

- Teen Tech will continue on the YA area until the end of April. We will encourage tweens and teens to participate in the Tech Scavenger Hunt with the promise of a robot prize
- 6 tweens/teens and their caregivers built with the Snap Circuits and were interested in building the Smart Robot car on their next trip
- The Adult Services Librarian is developing a STEM-related program for the future entitled "Tech O.R." In the Tech O.R. (Operating Room), we will focus on a specific media each month, and will break down and analyze said media in order to learn more about that specific format of data delivery.

#### Training

- The annual half day training for all staff was held on 3/22. This year a joint training with area librarians was held at JEL. There were thirty five in attendance. A trainer from Overdrive, OH presented on eContent delivery system, C/WMARS staff provided training on the ILS System and MLS focused on Resource sharing.