

TRUSTEES MEETING TUESDAY, NOVEMBER 26, 2019

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Building

- Working on the draft invitation to bid for the installation of copper gutters on the west side of the building.
- Contacted some architectural firms to discuss the ceiling repair project throughout the building, to find a firm to assist with the capital project. Nault Architects has proposed some options for a plan of service.
- The heat exchanger for the roof top unit #2 needs to be replaced. Parts to repair the unit cannot be sourced. In the meantime, the temperature is cooler in one section of the building. Waiting for a quote from MPC. Have had assistance from DPW.
- Building Inspection Department has determined the room capacity for the public areas preparing to post the framed notices.
- Two shelving units were installed by the DPW in the Teen area to add more display space for our books
- Leaves were removed from the north entrance stairway by DPW.

Children's Room

- Gingerbread House Making time of year is here! Thanks to the generous support of the Friends of JEL, we will offer 75 participants the opportunity to create their own gingerbread house! Due to limited materials, we ask participants to call to register. All spaces have already been assigned.
- Inventory of the children's collection is complete. The staff is pleased to have an accurate and up-to-date collection to work with that is reflected in the catalog.

10-23-19 thru 11-05-19	Total		11-06-19 thru 11-19-19	
Crafty Wednesdays	19		Crafty Wednesdays	16
Tinkering	4		Tinkering	13
Construction Crew	14		Construction Crew	19
Monday Night STEAM	4		Monday Night STEAM	2
Story Time Weds	12		Story Time Weds	16
Friday Story Time	31		Friday Story Time	34
Saturday Construction Crew	12		Saturday Construction Crew	6
Playwright workshop	2			

Collection Development

- Discarded some large type books from the collection that were identified in the Dusty Books Report that have not circulated in more than 5 years. The collection needs the space to expand.

Meetings

- Attended Area Library Directors meeting at Sturbridge 11/23 to discuss areas of mutual interest.
- Attended the *MBLC/MLS Opioid Crisis Symposium* in Devens, MA 11/15.

- Met with Christopher Celozzi of the *2020 US Census* on 11/20. JEL is an official partner with the Census and will be facilitating a public meeting on 12/19 in the Reading Room at 6:30 pm, as one of the initiatives.

Meeting Room Usage

- HiSet/GED classes have resumed on Mondays and Wednesdays, offered by Webster Dudley Adult Literacy. The number of students has increased.

Outreach

- Completed a survey on Large Type materials usage.
- Completed a survey for the MA Board of Library Commissioners on strategic planning.

Proctoring

- Staff facilitated a proctoring for continuing education and certification for two local business people. The procedure followed by staff was reviewed at the board meeting today and approved.

Programs

- Dale Monette of North Quabbin Photography presented a program 10/31 based on his new book *Voyagers, Visitors and Home*
- Exhibition of photographs by Joseph Szalay and pottery by Suzy Staubach of Willowtree Pottery is on display throughout the month of November. A reception for the artists was held on 11/7. Southbridge Community TV has captured some footage to use to promote the show.
- Book Club read *Pachinko: A Novel* by Min Jin Lee 11/4
- Box Office screened *The Hustle* on 11/14.
- Tuesday Knitting Group met each Tuesday during the month.

Safety and Security

- Police officers checked in with staff and conducting walk-throughs in the building, many times during the reporting period.
- Staff discovered barcodes from 4 books that were stolen on 10/16. The person has been identified on camera and arrested. A copy of the charges have been received - theft of items under \$250.
- The wooden bench on Main Street was hit in a motor vehicle accident. The Police Department filed a report and the DPW is working with a contractor to replace the bench.

School Department/21st Century Program

- The Tuesday sessions have been going well. There was none scheduled the day after a holiday (10/15) 3-4 students are in the knitting/crochet group, 2 are building a robot or Mindstorm and 2 are in book club. The 21st Century group will continue to meet throughout the academic year for a one-hour session. A curriculum was developed by Stephanie, Adult Services Librarian. The focus is on STEAM
- The early dismissal on Wednesdays to facilitate staff development has not had a perceptible increase in visitors to JEL.

Staff

- Interviews scheduled for the Circulation Assistant position for 12/2.

Tax Abatement Personnel

- All of the five participants have completed the program. One of the participants has already completed the program but continues to come to JEL as a volunteer.

Technology

- Patrons are enjoying the option of being able to print directly from their phones and other devices. This is particularly helpful for patrons who have been sent from the DMV to print forgotten documents.
- Some updates on procedures from CWMARS being implemented.

Teens

- The craft this month is creating reusable vinyl tote bags - using color pages from old books and magazines to construct our bags, and see where our imaginations take us!

Training

- Staff attended the Cyber Security training scheduled on 10/28 at 8 am for staff.

Trustees

- Trustee Jessica Jimenez has corresponded with Dick Whitney, Board Chairman to indicate she is no longer able to attend the meetings. Dick has requested an official signed letter indicating she has resigned.

Volunteers

- Hoang Li, junior at UConn is doing 8 hours community service. He is assisting staff pulling the Interlibrary loan requests among other tasks.