

TRUSTEES MEETING TUESDAY, SEPTEMBER 24, 2019
REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

ARIS

- The FY19 Annual Report Information Survey (ARIS) has been submitted 8/14. The financial report is in progress and due for submission 10/4.

Building

- The painting and refurbishment of the FOJEL space is now complete. We would like to thank the DPW staff for their efforts. Study B is now back in use again 7/10.
- Pioppi room floor waxed by custodian 7/17.
- DPW has worked with Verizon to trace some ground water that has come through conduit in the Communications Room 8/5. The pipe has been sealed 8/12 and no further issue.
- The air pump attachment on the Fix-It-Station on Main Street has been vandalized. A replacement part will be purchased.
- Met with Mark Denault, Supervisor DPW to discuss future projects and work process.
- Contacted some architect offices to discuss ceiling repair project to find a firm to prepare documents for bid. Met with Nault Architects and the Assistant DPW director 9/13 to discuss scope of work for ceiling capital project. DPW has digitized the 3 sets of plans from the JEL building projects.
- Elevator doors would not shut and continuous alarm sounded. Technician came and he reset and it worked without issue 9/3
- Elevator stuck on 2nd floor. Doors would not close and continuous alarm sounded. Advised to turn off and on power. Elevator car moved but still not operational 9/4. Almost closing time so tech would come tomorrow.
- Issue with the button on the elevator panel was identified. Part was installed. No further problems 9/5
- Gutters were cleaned by DPW 9/5.
- A section of the wrought iron fence has been removed, repaired and re-installed by the DPW 9/10.
- New refrigerator purchased 8/28 from Whitco.

Children'ss Room

- New *Awe Early Learning Bilingual System* ordered and was delivered week of 8/5
- Staff completed inventory and re-labeling of the collection, a project that has been underway for approximately two years. The collection is in good order and retrieval has improved.

- Katherine and Robert Oakes presented a creative writing and storytelling workshop 8/13. There were 11 in attendance. The presenters read stories, talked about how to create a story and had the children illustrate and write a story themselves and present to the audience. The program finished with an original song. This workshop was supported by an LCC grant from the Southbridge Cultural Council.
- Creature Teachers presented their animal show on Monday, August 12th. Animal programs are our most popular offering and this event was no exception.
- The Friends of JEL sponsored a series of three food related programs to coincide with the Summer Food Service. The guest speakers were Couet Farm and Fromagerie, Mustard Seed Microfarm and Nick Dellasola, beekeeper.
- Story Times have resumed. The Friday morning is more popular than the Wednesday offering.
- The Wednesday early-release day (1 hour) has seen a slight increase in traffic in the Children’s Room but not for the middle/high students.
- Large scale re-organization of the collections has been completed. It is hoped that the new look will promote the books.
- Children’s Librarian attending Open House at West Street School 9/11.

6-19-19 to 6-25-19	Total	6-25-19 to 7-3-19	Total	7-5-19 to 7-16-19	Total
Crafty Wednesdays	51	Crafty Wednesdays	27	Crafty Wednesdays	62
Story Time Thursday	21	Story Time Thursday	17	Story Time Thursday	15
Tinkering	5	Tinkering	2	Tinkering	7
Construction Crew	27	Construction Crew	16	Construction Crew	26
		Couet Farms	25	Debbie O’ Carroll	41
		Maggie the Clown (instead of the advertised Bounce House) [Funded by the Borgatti Trust]	61	Mustard Seed Micro farm	16
				Turtle Rescue League	19
				Nick Dellasola Bee Keeper	23

7-31-19 to 8-13-19	Total	8-14-19 to 8-27-19	Total
Crafty Wednesdays	68	Crafty Wednesdays	37
Tinkering	3	Tinkering	2
Construction Crew	22	Construction Crew	14
Creature Teachers	51	STEAM	4
Robert and Katherine Oakes (LCC Grant)	16		
STEAM	7		

Collection Development

- New video games ordered for the various platforms. Switch games are being purchased as they become available, to support the two new Switch consoles that we have (library use only).

Grants

- Most of the presentations this summer were sponsored by LCC Grants from the Southbridge Cultural Council, Borgatti Trust Fund and the Friends of JEL.

Meetings

- Attended the special meeting called by the Town Manager to discuss the environmental issue at Town Hall. The meeting was hosted at JEL 6/17.

Meeting Room Usage

- On Thursdays the Pioppi Room will be used for a Tai Chi group from the Senior Center for the duration of the *Cops N Kids* program.
- HiSet/GED classes have resumed on Mondays and Wednesdays, offered by Webster Dudley Adult Literacy

Outreach

- Met with Jasmin Rivas of the *Twenty First Century* program, on 8/19, to finalize details of the Tuesday programming that will be offered to this enrichment program, 3:30 pm to 4:30 pm, at the library.
- Previously staff had met with Margo Ferrick and Maureen Gullekson of the School administration to discuss the resources available to students on the early release Wednesday when the faculty is having professional development training.

- Presented at the New Teacher Orientation at the Southbridge Middle School 8/20, along with Severina Rios, Rosemary Scrivens and Tia Paradis. SCTV recorded the event. It was an excellent opportunity to meet the teachers and promote the services and resources that are available.
- Mary Wollstoncraft Shelley's birthday was honored with a display on 8/30

Proctoring

- Request from a local student attending University of Houston to proctor exam. Liaising with the university to facilitate.

Programs

- Thursday, June 20: Dino Tata presented to a group of 10 attendees on the 1969 moon landing. Program was recorded by SCTV and uploaded to You Tube.
- Tuesday, June 25 & July 2: The Tuesday knitting and handwork program drew 37 attendees for both sessions
- Thursday, June 27: The 14th *Pride in Southbridge* presentation by local scholars of the LGBTQ+ Worcester project presented to 9 attendees. Program was recorded by SCTV for later access on You Tube.
- Monday, July 2: The book club saw 7 attendees at this month's meeting
- *Summer Reading BINGO* began on June 24th. Prizes for adults and teens were set up in display cases, and bingo sheets were distributed to interested readers
- Tuesday, June 25, Set up informational book display for *National PTSD Awareness Day*, on June 27th
- Tuesday, June 25 Set-up book display celebrating the work of Carnegie Medal Winner Elizabeth Acevedo
- Tuesday, June 25 hosted the Harrington Hospital mobile unit on Main Street.
- Monday, July 1, Set-up book display for Independence Day.
- Created summer reading list, along with lexile measures, for Southbridge Middle School (grades 6-8) and shared with Communications Specialist at SMHS. List will be posted on SMHS website after approval. Books were updated in catalog and shelved accordingly in the main hall. (7/1)
- Knitting group met on 7/9 and 7/16 with 48 in attendance.
- Offered a drop-in beading craft program for tweens/teens on July 11th.
- Artist reception for Isabella Maulf on July 11th. Eleven people attended
- Drop-in maker space for tweens/teens to paint a model of the solar system in honor of Apollo 11 launch on July 16.
- 39 Knitters met on these 7/23 and 7/30 for the two hour weekly drop-in event.
- Only 2 people attended the movie screening of *Replicas* on Thursday, July 18
- Mark Mandeville and Rianne Richard concert 7/25 sponsored by the Cultural Council. The show was recorded for You Tube.

- The knitting group continues to attract a large group of participants on a weekly basis, averaging 25 attendees.
- The amateur astronomy presentation by Zach Moseley on 7/31 was fascinating. The event was covered by the *Southbridge News* and recorded for the SCTV/JEL You Tube channel. It is now available for viewing.
- Sylvia Bicki's textile portrait exhibit drew 50+ guests for her reception 8/1. The exhibit is on display during library opening hours throughout the month.
- The Monthly Book Club discussed *Manhattan Beach* by Jennifer Eagan 8/5. There were four in attendance.
- *The Cloverfield Paradox* was the movie screened 8/8.
- The knitting group had a total of 42 participants on 8/20 and 8/27. The group is hoping to offer a workshop during the Tuesday *Twenty First Century* events – a partnership between the library and the school department, starting October 1.
- Singer/Songwriter Gracie Day performed on 8/15 and there were 25 audience members.
- Rick Hamelin of Pied Potter Hamelin presented a 90-minute program on the *Librarian and the Saturday Evening Girls* – a little-known pottery workshop and collective in Brighton MA.
- Hispanic Heritage Month is being celebrated in September. The featured artists are Arte Latino New England, based in Providence, RI. The artists displaying their work include: Tamara Diaz (Cuba), Jose Ramirez (Dominican Republic), Helen Santana (Domician Republic), Saul Ramos, Mayra Martinez, Carlos Jovani, Lydia Perez (Puerto Rico). During the reception on 9/5, a dramatic reading from the poetry of Julia de Burgos was given by Maritza Martell and a demonstration of the bomba and plena dances by Itza Serrano.
- Knitting group Tuesday gatherings had 36 attended over two session 9/17
- *Women in Traditional Music* presented by Banjo Blue and 27 attended. The event was held on 8/29 and funded by an LCC grant. SCTV was present to record for uploading to cable and You Tube.
- *Vejigante-Mask Making* workshop for teens offered as a drop-in creative opportunity all month.
- Book Club reading *Before We Were Yours* By Lisa Wingate. There were five participants. 9/5
- Library Box Office screening: *At Eternity's Gate* 9/12

Promotions Book displays

- 59th anniversary of the release of Harper Lee's novel "To Kill A Mockingbird" (July 8)
- 50th anniversary of the Moon Landing (July 20)
- July 24: Set up book display on the 54th anniversary of Bob Dylan's "electric" performance at the Newport Folk Festival.
- A book display was created on 8/6 in tribute to Nobel Laureate Toni Morrison who passed away the previous day.
- In September we will be focusing on *National Suicide Prevention Awareness Month* and *Banned Books Week* as well as promoting the community to sign up for library cards. As has been our tradition we will be celebrating Hispanic Heritage Month too.

- National Suicide Prevention Month
- National Grandparents Day, celebrated 9/8
- National Library Card Sign Up month
- National Dot Day 9/13
- Banned Books Week
- 9/11 – 18th anniversary

Safety and Security

- Police officers checked in with staff and conducting walk-throughs in the building, many times during the reporting period.
- Patron behavior a concern 7/15. Police contacted.
- On 7/18 a patron came in to report that a man was face down on the grass by the bench on the side of the building. A staff member ran outside to check, and the man was sleeping. The man was provided with information as to where to get emergency shelter and food.
- One of the external security cameras had something thrown at it by a young man, to change the view position. The person involved was spoken to 8/3.
- Patron is taking the library copy of the Telegram and not returning it. Observed on a few occasions. The six weeks holdings of this title is incomplete, as a consequence.
- Patron informed staff that a swastika was drawn on the paper towel dispenser in the bathroom. Staff removed it immediately 8/12.
- The PD provided the staff with an updated Class 3 Sex Offenders list. It is posted on the official notice board.
- A nip bottle was found on the shelf 8/26 and disposed of.

School Department/21st Century Program

- Starting in October, the library will be offering a series of programming throughout the school year on Tuesday afternoons for one hour. 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.

Stuff the Bus

- Once again, the community came through with generous donations of school supplies for the students. Catholic Charities runs this drive annually and the library is pleased to be one of the collection points in the community.

Summer Food Service

- We are continuing to see 20-30 people for lunch each day. The menu choices are popular with the kids. We appreciate the efforts the Food Services staff and their continued cooperation.

Tax Abatement Personnel

- All five participants have completed 50 hours or more in the program. One of the participants has already completed the program but continues to come to JEL as a volunteer.

Technology

- Browsers on all the public PCs, along with Adobe and Java. Updated the Envisionware license on the Management console, all set for a year.
- Power outage on Saturday afternoon (approx. 3:30 pm). A staff member responded to “Trouble” fire alarm. Experienced some issues requiring rebooting of computers and server.
- Staff training and testing MUNIS: the new financial software.
- C/WMARS technician updated the WiFi printing. Patrons may now print directly from their digital devices. 7/3
- Issues with the modem. C/WMARS was able to reconnect us to the network with the minimum of down-time.
- All of the computers public, catalogs, staff and the laptop have all been updated with anti-virus from Faronics. This is a cloud based service. The public PCs will automatically run updates on 70+ apps and Windows each week at a scheduled time. All 27 computers can be centrally updated from the cloud console now.
- Issue with Public Web Browser on computer on mezzanine floor is fixed.
- New cable box for TV in Pioppi Room.
- Stephanie Cyr and April Denault created a promotional video of our library card-carrying robot: Elvis P. Bottley. It has been uploaded to You Tube, Facebook and Southbridge Cable.

Teens

- Held a drop-in moon lander craft program for tweens/teens on Thursday, July 18. 10 attendees participated.
- Held a drop-in star clock craft program for tweens/teens on Thursday, July 25. 5 attendees participated.
- Set-up a drop-in maker space for tweens/teens where they could paint a model of the solar system. In honor of the *Apollo 11* launch on July 16. The planets continue to be painted on a steady basis.

Training

- Three staff attended the MUNIS training offered by the Finance Office personnel.
- WRTA travel trainer, Tess Sebastian provided staff with an overview of the service and included the recent extension of the route to Big Bunny Plaza 7/8
- Staff have attended training in the MUNIS financial software 8/14 and 8/1

Volunteers

- New applicant interested in volunteering. Processing paperwork.