

**REPORT PRESENTED BY EMAIL  
TO THE BOARD OF TRUSTEES  
BY MARGARET MORRISSEY, DIRECTOR  
APRIL 22, 2020**

**Budget**

- For discussion at Education and Human Services Sub Committee, Wednesday, April 29.

**Building**

- Pre-test for the elevator inspection conducted and in good working order. State inspection set for 4/29.
- Custodian has been deep cleaning the building including shampooing all the rugs, the fabric furnishings, stripping and re-waxing the vinyl floors, continuing with general daily maintenance paying special attention to door handles etc. Staff has sanitized their work areas and computers.
- To honor the deceased veterans at the Holyoke Veterans Nursing Home, the US Flag will fly at half-staff.
- The books and materials that are returned, have been quarantined and then are sanitized before placing back on the shelf.
- New England Door Closer Inc. installed *Portal Entryways App*. Thanks to a grant procured by the Police Department to fund this accessibility upgrade to the north entrance.

**COVID-19**

- The Institute of Museum and Library Services, together with OCLC, Inc. and Battelle, announced a new collaboration to support the nation's libraries and museums as they consider safe reopening practices in light of COVID-19.

**Children's Room**

- *Story Time by Ms. Liz* is being broadcast on YouTube and is receiving a lot of comment on the posts in Facebook. The library staff recorded the stories and the SCTV staff are releasing the footage when they have completed production.
- The spring decorations have been installed to reflect the seasonal change.
- Summer Reading planning and decorating is well underway. Many of the thematic displays are ready.
- Staff sanitized the collections of books, stuffed toys and costumes etc.

**Collections**

- The library has an OverDrive Advantage account and will be sharing the digital items with libraries across the state. Our patrons are able to borrow eBooks and eAudiobooks from any network across Massachusetts.
- Three of our vendors: Ingram, Baker & Taylor and Midwest Tapes were contacted and asked to 'hold' items that were in process until further notice.
- Selectors are still reading book reviews and making selections but we have suspended book ordering. Items in process from orders submitted earlier.

## Meetings

- Virtual staff meeting with the Town Manager 4/1
- Staff met with the Town Manager 4/6
- Conference call with Baker and Taylor regarding Large Type materials 4/8
- Participated in Dept. Heads meeting 4/15
- Call from 2020 Census 4/21. Information regarding the extension of the submission dates was provided.
- Webinar on State Aid 4/22 that Adult Services Librarian and Director participated in.

## Outreach

- Updated MA Board of Library Commissioners (MBLC) COVID-19 Information form 4/15.
- Staff is posting a few times daily to Facebook to provide the community with some resources and hopefully interesting material.
  - Library week started on April 19<sup>th</sup> and we have been posting messages about libraries.
  - On Earth Day April 22, we posted a popular image from the early 1900s from the library's collection of a tree-lined Hamilton Street.
- Keeping in touch with the Tuesday *Knitting with Sonya* group via posts on Facebook *You Keep Me in Stitches*. Posting some of the projects that have been completed.
- Lots of positive reaction to Cllr. Marketti's posting of clips from the "Memories of Southbridge" (2003) DVD.
- Recorded a PSA on the 2020 Census. 44.7% response rate in Southbridge (4/18/2020)
- Thanks to the staff at the SCTV station for working cooperatively with the JEL staff to produce many programs that we can share with our patrons and remain in contact.
- A flyer for parents and caregivers for talking to children about COVID-19 has been shared with the HMH Wellness staff and the Community Health Network Area 5 (CHNA5).
- Thanks to the staff at the SCTV station for working cooperatively with the JEL staff to produce many programs that we can share with our patrons and remain in contact.

## Programs

- The April exhibit *Fine Lettered Poetry: Calligraphy by Stephanie Cyr* was installed .
- A joint production of the calligraphy exhibit has been filmed for SCTV and it is now available for viewing through the library's YouTube channel and on cable TV. This was a major project and we appreciate the finished documentary.
- The April exhibit has been installed with a presentation by Adult Services Librarian: Stephanie Cyr. It is a calligraphy show
- The Adult Services Librarian has filmed a reading of William Wordsworth's poem "Lines Written in Early Spring," and will combine this reading with April's craft, where patrons are encouraged to write their own lines about spring and share with the library community via social media. The Librarian has written an original haiku, and will create a collage to frame this piece, and the whole project will be filmed and shared via the JEL Facebook page.
- Due to the pandemic, all other programs have been suspended, since March 13.

## Staff

- Staff has been doing some professional development using the *MIIA Local Gov U* training offered by the town's insurance company and the efforts are recorded.

- Mail delivery has been suspended and staff pick up the mail daily.
- Buffing of the music CD collections is underway, using the VenMill machine. Approximately, half the collection is now completed.
- Staff are continuing to maintain social distancing and sanitize work areas and equipment.
- On 4/3 the five part time 10 hour per week employees were furloughed. Three employees worked in the Children's Room as Library Aides and two worked in the adult section as Library Page staff.
- On 4/8 three more employees were furloughed, leaving a remaining staff of four.
- Lynn Wolstencroft has submitted her retirement papers, effective May 2, 2020 after almost 20 years of service to the community.

#### Technology

- Thorough review of the JEL website was undertaken and updates made.
- Contacted *Engaged Patrons* software to have the program listing suppressed until further notice
- Thorough review of the JEL website was undertaken and updates made.
- Working with database vendor *World Trade* on obtaining access to their resource.

Due to the pandemic, the library was closed to the public from Monday, March 16<sup>th</sup> at 8 pm., until further notice.