

## TRUSTEES MEETING TUESDAY, JANUARY 28, 2020 REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

### Building

- 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. Emergency capital funding up to \$23,000 approved by Town Council 12/19/2019. MPC awarded the contract and anticipates unit will be available in 4 weeks approximately.
- Elevator inspection conducted by the state 1/10. A 90-day certificate was issued. There are two items that need attention and Elevator Maintenance Services has been contacted. Lightening may have been the cause of the programming issue. Wel-Design does not need to be present for re-inspection.
- Heat fluctuation in the Children’s Room started on January 2. A temporary repair was done and since then a new igniter was installed in RTU#3 on 1/22.
- The carpet is coming unglued on the top step to the Mezzanine floor 1/4. Custodian is doing the repair.
- Odor of gas in the Children’s Room. The Fire Department came and checked out the building with a detector. There were no issues found. We had a similar situation in the past and have had National Grid here and nothing was found. MPC was called.
- DPW installed the hardware on the US flagpole and the new flag 1/13. He started the installation of the Room Capacity signs. Also they repaired a chair and hung some signs.
- Met with Town Manager to discuss two capital projects: Ceiling and Gutters 1/14.
- 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.

### Children’s Room

- Staff has already started working on the crafts for the Summer Reading Program. *Imagine Your Story* is this year’s theme to include fantasy, fairy tales and mythology.

<b>12-26-19 thru 12-31-19</b>	<b>Total</b>		<b>1-2-2020 thru 1-14-2020</b>	
Crafty Wednesdays	35		Crafty Wednesdays	44
Tinkering	0		Tinkering	7
Construction Crew	14		Construction Crew	16
Monday Night STEAM	12		Monday Night STEAM	<b>7</b>
Story Time Weds	41		Story Time Weds	16
Friday Story Time	22		Friday Story Time	44
Saturday Construction Crew	10		Saturday Construction Crew	10
Ed Pop	48		Family Game Hour	11

## FOJEL

- Group met 1/27. Program offerings, membership and outreach were discussed.

## Meeting Room Usage

- HiSet/GED classes have resumed on Mondays and Wednesdays, offered by Webster Dudley Adult Literacy. The number of students has increased.
- LIHEAP – Fuel Assistance program by WCAC is here on a weekly basis from November to April to meet with local clients.

## Outreach

- Attended Southbridge Business Partnership meeting 1/22.
- New proposed bill in Missouri to censor public library materials. The bill requires the establishment by every public library of an elected parental review board that will make the decision on whether material is retained in the collections for children and teens. Lots of discussion among libraries at national and state level.
- According to a Gallup poll 2-15 December, 2019 “Visiting the library remains the most common cultural activity Americans engage in, by far. The average 10.5 trips to the library U.S. adults report taking in 2019 exceeds their participation in eight other common leisure activities.” [ <https://news.gallup.com/poll/284009/library-visits-outpaced-trips-movies-2019.aspx>]
- Senator Fattman and his Aide Bill Frederickson visited the library 1/13.
- Installed book display for the celebration of Lunar New Year (Chinese New Year), celebrated on January 25, 2020
- Installed book display celebrating the 188th birthday of author Lewis Carroll on 1/24
- Installed memorial book display in the young adult area 1/27 with books related to all-star basketball player Kobe Bryant, who died in a helicopter crash the previous day

## Programs

- John Ferrara and Donna Silverberg are the January artists. An interview was conducted by the SCTV and is now being broadcast. 23 in attendance for reception.
- Book Club discussed *The 100 Year Old Man Who Climbed Out the Window and Disappeared* on 1/6. There were 3 in attendance.
- Library Box Office screened *Blinded by the Light*. 1/9.
- Tuesday Knitting Group met each Tuesday during the month. There were 20 on 1/7 and 19 on 1/14 and 18 attended on 1/21.
- The Quinebaug Chess Club met weekly. This is an intergenerational group and is reaching a wide audience. 11 in attendance on 1/4, 7 on 1/18 and 8 on 1/25.
- Local business owners Billy Bolster of Kleen Guyz Soaps and Kristin Celmer of Essential Oil Paths offered a demonstration on January 16: 16 guests attended. The event was recorded by SCTV.
- January 23: 12 guests attended the author panel presentation with local authors Susan Brunell, Tracey L. Ryan and Charles Smith

#### Safety and Security

- Many walk-throughs were conducted by the officers during the reporting period.
- Center Of Hope client had an episode in the main hall on 1/9. Senior staff at COH was called and talked to the client and situation was resolved.
- Police officers conducted a wellness check on one of the patrons 1/24.

#### School Department/21<sup>st</sup> Century Program

- Some modifications were made to the program offerings for the past three weeks due to staff availability.
- Assessment conducted by Program CoOrdinator on 1/21.

#### Staff

- Schedule 5 staff: Library Pages and Aides receiving an increase as of 1/1 to comply with the minimum wage requirements.
- Staff member out sick.

#### Tax Abatement Personnel

- The new round of the program has begun. Currently there are 4 personnel: Linda DiBonaventura, Larry Day, Ted Bartlett and Virginia Rutcheo. We are hoping to have a fifth person in the program at JEL.

#### Tax Filing Assistance

The AARP was on site to plan Tax Assistance Program. Tax Preparation Assistance will be available Mondays 4 pm-6 pm and Thursdays 2 pm-6 pm  
They will use an external encryptor to protect the data.

#### 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.
- Town IT Director installed Tyler Cashiering – another module of the MUNIS financial software.
- Faronics AntiVirus v 4.21 was updated on all 26 computers.
- Computer that works with the ScanPro microfilm machine is being worked on.
- Coin box on copier/printer/scanner was not working for a few hours 1/15. Back in operation again.
- Staff advised to be extra vigilant in opening email as cyber threats have elevated.

#### Teens

- During the month of January, there was an ongoing crowd source project “We Have A Dream” where the community was invited to write their hopes and aspirations in a preformed paper ‘dream cloud’.

#### Trustees

- Vacancy on the Board has been filled. The Town of Southbridge has approved the appointment of James Dyer. Jim served previously on the board 2014-2015.

