

**REPORT PRESENTED BY EMAIL
TO THE BOARD OF TRUSTEES
BY MARGARET MORRISSEY, DIRECTOR
OCTOBER 27, 2020**

Building

- Phil Harding, Operations Manager of the DPW toured the building to review outstanding projects 9/29.
- Concerns about the residue being left on some high touch surfaces and possible degrading from the frequent disinfecting of these areas. Working with the DPW to find a solution.
- DPW crew has trimmed the trees on Main Street that were interfering with the security camera operation 9/28. The hedges and shrubs have also been trimmed and the leaves cleared 10/20.
- DPW replaced the belt in the bathroom extractor fan 10/20. Work on the staff bathroom floor completed 10/21.
- Renaud HVAC was called to remedy no heat in the custodial and staff areas 9/22.
- Cleaning service by M&I Carpet Cleaners and Upholstery was suspended in the library, as well as other town facilities on 10/8.
- State annual inspection of the elevator is scheduled for November 10.

Children's Room

- Children's Librarian continues to record "Story Time with Ms. Liz" with Southbridge Community TV (SCTV).
- Crafty Wednesday kits are popular and an average of 15 are distributed weekly.
- Preparations for Summer Reading 2021 *Tails and Tales* are underway. Planning for a modified program due to restrictions anticipated due to COVID-19.

Collection Development

- Selectors are placing orders regularly, based on reviews in the professional literature.
- Some recent issues with the preprocessing service from Ingram which created some issues but have since been resolved.
- Segments of the collection are targeted for review – working on audiobooks currently.
- Detailed inventory of the DVD collection in the adult department is underway. NonFiction DVDs completed.
- Subscribed to Brain Fuse a Homework Help and free online tutoring for all learners. As well we have subscribed to Finding A Job which provides free online career assistance for all stages of job hunting. Promoted to many community partners, including: CHNA5, Focused on Southbridge, High School, Webster Dudley HiSet group.

Grants

- In conversation with the Southbridge Cultural Council about rescheduling the programs that were awarded for 2020.
- Arborist from Opacum Land Trust visited the library and reviewed the property with a view to planting 1 or 2 new trees, as part of the 3-year *1,000 Trees* grant.

Outreach

- Staff have been creating some wonderful displays for Halloween, as well as the ongoing book-themed displays.
- Webster-Dudley School System will be conducting the HiSet classes at the YMCA this academic year. Leslie Baker, Program Director has picked up the computers etc from JEL.
- SCTV has recorded the event with author Loren Ghiglione 10/22, currently in production.
- Completed Public Library of America (PLA) Community Survey 10/14 and the Tech. Survey 10/15.
- Participated in the CHNA5 (Community Health Network Area 5) annual meeting 10/21.

Programs

- The library broadcast the presentation by Loren Ghiglione of his book: *Genus Americanus: Hitting the Road in Search of America's Identity*, on Facebook Live 10/22. This was the library's first in-person program since March. Dr. Ghiglione owned and operated *Southbridge Evening News* from 1969 for 26 years. Strict adherence to the COVID-19 protocols were in place.
- Digital exhibit by Phillipston resident Joe Smith is being featured on the library's Facebook page and reaching a wide audience. The show is titled "(Not) Out of the Woods (Yet)" and will run for the month of October. There are 22 unique and lively works featuring the natural landscape included in the display.

Reference

- Staff has been working with genealogists and researchers tracing family histories and historic properties. Requests arrive in person, email and via mail.
- Scanned recently donated archive by Susan Colognesi Cook and created metadata available on the library's Flickr account. Link from the library's main webpage.

Safety and Security

- Updated the *No Trespass List* with Dispatcher Lisa Furmanick of the Southbridge Police Department.
- Difficult patron interaction 9/28. Patron verbally abusive using vulgar language to staff when unable to use a computer as he had a \$183 in lost materials/fines on his account. He was offered alternative access via the mobile printing option but refused this option.
- Reported two separate incidents to Officer Lopez Miranda
 - 9/17 Passerby smashed a sign on the table outside the north entrance.
 - 9/28 Verbally abusive patron

Staff

- A staff member had a COVID exposure, was tested and had a negative result 9/28
- Another staff member had a COVID exposure and has test scheduled. In the meantime is in self quarantine 10/27.
- Staff vacancies totaling 97.5 hours
 - S-5 x 37.5 hpw
 - S-5 x 30 hpw
 - 2 Library Aides x 10 hpw
 - Library Page x 10 hpw

- Circulation staff covering the technical processing and financial role

State Aid

- Financial reports submitted 10/16. MBLC has determined that all libraries have met the requirements
 - April 6, 2020 release from MA Board of Library Commissioners (MBLC)
“For the Hours Open Requirement, hours reported up to the Governor’s State of Emergency Declaration on March 10, 2020 will be considered as meeting the full requirement. For the Materials Expenditure Requirement, expenditures on materials for FY 2020 from July 1, 2019 up to the Governor’s State of Emergency Declaration on March 10, 2020 will be considered as meeting the full requirement.”

Technology

- Mobile printing not working 10/14. CWMARS upgraded the software and operational again.