

**Report presented to the Board of Trustees**  
**by Margaret Morrissey, Director**  
**December 21, 2021**

Building

- RTU#4 has failed and needs to be replaced. There are five units and RTU#2 has previously been replaced (2/2020). Renaud HVAC has reported that RTU#3 has a crack and will need to be replaced soon as well. A quote has been received from Renaud and two other local companies will be asked to quote as well.
- The next step in the process of identifying the water leaks in the building - in the Craft Room and the Pioppi Room. Quotes have been requested from three masonry companies:
  - to work on sealing/caulking the Main Street granite staircase
  - to re-point the brick façade on the Foster Street side of the building around the portico and the low retaining wall
- The quote for the elevator upgrade – to install a stop switch II has been approved and we are waiting for it to be scheduled.

Children's Room

- Weekly Storytime on Wednesdays and Friday has seen an uptick in the number of attendees to the program and some new families to the area attending too.
- Regular programs Lego, STEAM, Crafty Wednesdays etc continue.
- Annual *Gingerbread House Workshops* 11/29 and 12/4 were a success. Some cancellations due to COVID but staff provided kits to those registered to make at home.
- YMCA has offered a partnership to be hosted at the library with Lainey Hanlon educator and musician. The programs will be one hour per week on Tuesdays at 9:30 am.
- The high point of the month was the visit from Santa and Mrs. Claus on Monday 12/13. Twenty one attendees in the room. The event was also recorded for SCTV and broadcast on Facebook Live.
- Art installation by Audrey Helen Weber, approved at the November meeting by the Board is in process.

Collection Development

- Circulation staff in the adult department are continuing shelf checking and verification against the catalog – ongoing project.
- Adult Services Librarian will be responsible for reading the review literature on the new publications and placing the orders

COVID-19

- The Coronavirus has seen a significant uptick in our community. During the period 11/28-12/11, the rate was 9.35%, whereas the state-wide positivity rate for the same period was 4.97% average.

- Staff continues to offer Curbside Delivery Service.
- Mask mandate in effect since 9/22 in all municipal buildings. Staff politely remind patrons to wear their masks and pass out masks to those who need them.
- Senior Tax Abatement program suspended.

#### Outreach

- Possible First Amendment audit 11/23. Town Hall staff had previously been visited a while ago and around the same time, the library received a phone call previously asking about the collection.
- Met with the Southbridge Academy Principal Tiffany Greaney and Middle School English teacher Ana Bowden 11/23, to discuss regular visits by the Academy students. The library has passed some of the discarded books from the collection to the teachers for use in school and to enrich their library.

#### Safety and Security

- During closing on Saturday staff found a nip bottle on the side of the couch in the Reading Room 12/11.

#### Staff

- Staff is now at 100%!
- Jessi McCarthy has joined the staff as Adult Services Librarian on 12/13.
- Children's Librarian Liz Gendreau received a lovely note which she shared with me from a parent which I will pass around at the meeting.

#### State Aid

- First of two payment \$20,703.78 is awarded at the MBLC meeting 12/2.

From MBLC **"PLEASE NOTE:** These lists reflect only the first half payment. The second payments will be sent in late March or early April. You will notice an increase in the half payments and the total awards this year. State Aid to Public Libraries saw a one million dollar increase over last year to \$13 million."

#### Tax Preparation AARP Volunteers

- Tax preparation assistance will be starting Mondays February 7<sup>th</sup> to April 4<sup>th</sup>. Staff is taking registrations.

#### Technology

- Website design suggestions have been implemented.
- CWMARS have implemented various upgrades to the Evergreen software. There was no disruption in service.
- One of the public computers (P18) was not closing out correctly and staff submitted a ticket to CWMARS who were able to correct immediately 12/7.

## Holiday Schedule

- Thursday 23 at 1 pm until December 27<sup>th</sup> at 9 am. Closed on 31<sup>st</sup> until January 3<sup>rd</sup>.