

Report presented to the Board of Trustees
by Margaret Morrissey, Director
January 22, 2022

Budget

- The FY2023 Capital and Operating budget messages from the Town Manager have been emailed and department heads were instructed to submit a level funded budget request.

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 will need to be replaced soon as well. The state has agreed to the Town Manager's emergency request for a waiver of construction procurement. At least three quotes will be sought from companies that will adhere to prevailing wage law, bonding requirements and provide DCAMM contractor certification. Quotes are anticipated to be in the region of \$40,000 to replace both RTUs. There will be some small savings on the cost of a crane, replacing both at the same time. Funding will be from the state aid account.
- Continuing to work on identifying the water leaks - in the Craft Room and the Pioppi Room. Quotes have been requested from three masonry companies and Fontaine Masonry was the lowest bidder. Funding from the Small Capital fund and the Building Repair and Maintenance (both from Operating Budget)
 - to work on sealing/caulking the Main Street granite staircase – will commence as soon as possible
 - to re-point the brick façade on the Foster Street side of the building around the portico and the low retaining wall – will be done in early spring.
- The quote for the elevator upgrade – to install a stop switch II has been approved and we are waiting for the work to be scheduled. Elevator Maintenance Services was reviewing the equipment and we provided copies of the blueprints. The library has a 90-day permit which expires 2/22. The state enacted this new protocol in October 2021 and many elevators across the state are impacted.

Children's Room

- Weekly Storytime on Wednesdays and Friday continue.
- Regular programs Lego, STEAM, Crafty Wednesdays continue.
- YMCA has offered a partnership to be hosted at the library with Lainey Hanlon educator and musician. The programs are scheduled to be of one hour duration per week, on Tuesdays at 9:30 am. The Y is requiring 6 registrations before the program can take place (usually we do not ask for registrations) week 1 there were no registrations and week 2

one family came but there were no registrations. The Y has agreed to extend the program by two weeks at the other end, to accommodate the 2 weeks missed.

- Artist Audrey Helen Weber has been notified that the commission has been approved by the donor (memorial funding \$1,000) who would like to remain anonymous and was ratified at the November meeting by the Board.

Collection Development

- Circulation staff in the adult department are continuing shelf checking and verification against the catalog – ongoing project.
- Purchasing new game editions for the collection – PS5 and Xbox X to add to the PS4, Xbox One and Switch games.
- Meeting with Hoopla representative planned to discuss potential digital offerings
- Hotspots to begin circulating by end of month.

COVID-19

- Staff continues to offer Curbside Delivery Service in addition to the building being open for in-person browsing. Some area libraries have temporarily closed for a short period.
- 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 is resuming this month.

Friends of the Library

- No meetings scheduled.
- Provided support for the February program *The Photography of William Bullard, 1897-1917: Worcester's People of Color Community* to be presented by Frank Morrill, owner and steward of the collection.

Gifts and Donations

- Mari Ada Crosbie donated \$50 in memory of her father Thomas Crosbie
- Suzanne Delahanty donated \$250 through the Miami Foundation
- Both gifts will be used to fund the February program and exhibit (as the requested LCC grant was not funded).

Outreach

- Invitation from Mel Blake, SMHS Librarian to visit the middle school and conduct a library card drive at the next parent teacher meeting.
- Students and teachers from the Southbridge Academy plan on visiting in late January.
- Sent information to the schools on The Calm Room a component of the Teen Health and Wellness database. Have been in touch with City Connects Coordinator Kelly Moulin and provided some information on local resources for her program.

Programs

- The artist of the month is Zachary Jolin. A reception was scheduled for 1/6 but Zach was not able to attend due to a last-minute work commitment. A brief tour of the exhibit was broadcast on Facebook Live.
- Dr Beth O'Leary Anish presented a book talk based on her research for her book *Irish American Fiction from World War II to JFK: Anxiety, Assimilation, and Activism* published this month. The event was broadcast on Facebook Live and recorded by SCTV for later upload to YouTube.

Safety and Security

- A patron slipped and fell on 1/5 on the ice in the parking lot, on her way into the library. The sanding truck arrived just as the patron was returning materials in the book return. The parking lot was sanded but the patron subsequently slipped again when she got to her car and fell. I checked in with the patron and she is okay, and nothing is broken. Report filed with HR.

Service

- The library was closed on Friday 1/7 due to inclement weather. Many other libraries in the area were also closed
- The library was closed to honor Martin Luther King Day on 1/17.
- A few of the libraries in the area have reverted to Curbside Service only, and the buildings temporarily closed to in-person browsing.

Staff

- All staff are participating in a recorded webinar offered through Niche Academy on *Library Violence Prevention and De-escalation* by Hugh Pelmore. The presentation provides a succinct demonstration of potential violent incidents. The training provides a clear reinforcement of previous trainings.

Tax Preparation AARP Volunteers

- Tax preparation assistance will be starting Mondays February 7th to April 4th. Staff is taking registrations. It is a new format this year. Tax package must be picked up when registering and completed and brought back on the day of the tax appointment. The Pioppi Room will be used to provide the best social distancing. The first hour will facilitate the drop off and review of the completed documents. Then the tax preparers will do their work and the taxpayer will return at an appointed time, later the same evening to pick up their completed returns.

Technology

- Website design suggestions have been implemented. Training scheduled.
- CWMARS have implemented various upgrades to the Evergreen software. There was no disruption in service.
- Mobile printing is still a popular feature of the library service. Visitors to the Registry of Motor Vehicles (RMV) continue to be the most frequent users. In most cases, staff needs to be with the patron and instruct them. The instructions are also posted adjacent to the printer/copier.