

TRUSTEES MEETING TUESDAY, APRIL 28, 2015

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Budget

The library budget is scheduled for discussion at the Education and Human Services (EHS) sub committee April 29th at 7 pm.

Building/Capital Projects

MPC has installed the sensors in Mills/LVS/Periodicals to regulate the heat controlled by the thermostat in Tech Processing. Colby Fire Protection has completed the conversion from the wet system to a dry system in this closet area. Both projects are funded by JEL Capital voted at the March meeting. DPW here to work on three occasions: sinks on first floor, leak in Reading Room, leaky toilet. CBIZ Valuation conducted an evaluation of the building, for insurance purposes. DPW has been here evaluating the roof and gutters and making repairs. An appointment has been set up with a regional National Grid representative to review energy efficiency in the building. DPW repaired the slate roof and gutters. A capital request was submitted for the Main Street Façade (original section of the building only) \$41,600. Replacement of the Foster Street steps has become a priority. The Fire Inspector was here to inspect the sprinkler upgrade and talked to me about the steps as they are an emergency exit. He advise to remove the loose masonry, put up caution tape and prioritize this project. I am requesting the use of \$5,500 from the JEL Capital Account for this purpose.

Parking Lot

No further incidents have come to my attention. Traffic at 2:45 pm and 3:45 pm continues to be busy.

Technology

A new switch has been installed as part of our contract with C/WMARS on April 7 which will make a significant impact on the operating speed of the computers. A major upgrade to the Evergreen ILS system took place on Patriot's Day weekend and was uneventful. An update to our Envisionware Print Management software now allows for remote printing from patron laptops. A link has been placed on the library home page for patrons to use (from within the building only). Internet service was not available for three hours during the upgrade.

Centenary Book Project

Identifying photographs to use in the project and completing the narrative has been my focus. Dick Whitney has assisted in this endeavor. Navigator Graphics is asking to have the completed manuscript and photographs the first week of May.

Collections

The collection is continuously analyzed and updated as new titles become available and time to weed out older titles, keeping pace with current information. Evaluation of the music CD collection is complete.

Children's Department

The YMCA Daycare staff set up the student's exhibit in the Children's Room which will be on display throughout the month. A reception will be held on Monday night for the students and their families. The

Children's Librarian visited the first grade classes at the West Street School to promote summer reading and other activities at JEL, as well as read some stories. The YMCA preschool's artwork has been installed since the beginning of the month, and it is wonderful! The reception for the little artists was on Monday night, and there was a huge crowd! We served fruit and the kids had a good time showing off their artwork and playing in the play area. There was a brief presentation about the program, followed by a short story time. Starting on Saturday, we had a special program for the start of vacation week, sponsored by employees of Harvard Pilgrim and Kennedy Donovan Center. *Kosmic Kelly* presented science experiments. The show was educational and fun too! She did a lot of things with bubbles and dry ice, and the audience really enjoyed it. Her show is designed to be inclusive of children with special needs, and we had a diverse audience that participated a lot in the show. On Tuesday 21, Michael Glaser brought along his marine creatures and the kids were thrilled to be able to hold and touch them. This program was funded by the Borgatti Fund; attendance reached one hundred forty five people. We had great turnouts at our story times in these two weeks. A number of families have made the Wednesday story time a regular part of their week, and it is really fun to have them every week. However, for the *Dia de los Niños Dia de los Libros* program last night, we had 3 ASPIRA students ready to read but did not have an audience. Attendance can fluctuate for all kinds of reasons it seems!

FOJEL

Annual Meeting took place on April 27th. The new officers are: Barbara Day, President; Isabel Lopes, Vice President; Laura Tomasko, Secretary; Vivien Deslisle, Treasurer. JoyCo gave a wonderful performance in celebration of Jazz History Month.

Grants

The first program funded by the employees of Harvard Pilgrim in conjunction with Early Intervention/KDC. Thanks to Trustee Robin Weber for providing this grant opportunity. There will be many more events throughout the next few months, including music therapy, movement, yoga and dance and fun!

Literacy Volunteers LVSCM

This year the annual Tutor Recognition was held in the Reading Room of the library by special request. It was very well attended. Senator Ann Gobi, 4 Town Councilors and many community supporters were there to show support.

Media and Social Media

As of today,

1545 subscribers to the eNewsletter (Constant Contact)

597 "likes" on Facebook

3,340 JEL Website Page Views

Meetings/Outreach

April 1 – Library Legislative Day at the State House,

April 2 – Digital Commonwealth 9th Annual Conference

April 3 – Annual staff development half-day. Library closed at 1 p.m.

April 6 – Acting Town Manager on a personnel issue; and Health Insurance briefing;

April 7 – National Grid Consumer Advocate in relation to a public program April 16 in the Pioppi Room

April 9- Met with two representatives from Massachusetts Rehabilitation Commission to discuss possibilities for placements, at the library

April 10 - Conducted an orientation for two of the new trustees

Programs

Author and former Southbridge resident Robert McMaster presented a talk from his newest book, *The Dyeing Room*, on 3/26. It is an historical novel set in Holyoke and part of a series called *Trolley Days*. This month's art exhibit features 5 artists from the Massasoit Art Guild – Carole Bentley, Margery Cook, Mary Kay Ebersold, Jane Stendrup, and Michele Loftus-Trzcinski. The new *Library Box Office* brochure is now available, with films scheduled through October. Poet Wally Swist gave a poetry reading on 4/16 in honor of National Poetry Month. *National Grid Customer Expo* attracted many people to the library. AARP Tax Preparation is finished. Many residents were assisted. Staff has followed up with the tax preparers on a couple of questions from residents who participated in the program.

Staff

Health insurance change has been approved. Interviews for the 15 hour per week Library Aide position have been scheduled. There were seventeen applicants.

Staff has been meeting to figure out how to plan the work and programming as we approach the loss of a 30 hour position (due to retirement) and arrange the schedule to have adequate staffing. Summer reading and connecting with the school department regarding recommended materials is our current focus. Prepared a discussion document on staff safety in the building. A public farewell for Karola Daigle is being organized for Friday, May 11th from 2 pm to 4 pm. Staff is adjusting to working with a reduction in staffing and planning accordingly.

Summer Reading

Preparations are underway for Summer Reading Program. The Interim School Superintendant has contacted the liaisons in the schools urging them to submit the recommended summer reading lists so that library staff can prepare accordingly.

Teens

The chess programs continue every second Saturday. Teen Tuesdays is also offered but we have not had a lot of interest. We are hoping that during the summer when school is out, that students will have more time for activities.

Town Manager

Below is an extract from the Acting Town Manager in the weekly report to Town Council:

“Blight Eradication Project – I am extremely pleased to have reached agreement with the owners of 10 Wardwell Court for the donation of that land and building to the Town. I will have the Town Attorney complete the required documents and the request to receive the donation will be forwarded to the General Government sub-committee for consideration and then will be on the full Council agenda in late April or early May. I expect the building to be demolished shortly.”

Other negotiating efforts are continuing on a contiguous property. The Town Manager has negotiated a deal with the owner on 4/28 and I will be passing along details at the meeting.

Training

HR Specialist is working with the insurance company to arrange a date for some training on the topic of dealing with difficult patrons and customer service, in general. The focus this year is on services to children and stress reduction.

The annual staff training half day is always appreciated as it is the only time all staff can get to meet together. A Yoga presentation was given by Anna Sotar, helping staff to learn some new ways to stretch out and relieve some tension while at work. Robin Weber, Vice Chairwoman of the Board of Trustees led a discussion focusing on special circumstances dealing with children and other general problems that can arise in the library. Training materials from Web Junction formed the basis of the program. Staff was appreciative of the pizza lunch provided by the Trustees.

Trustees

Jessica Jimenez has been appointed to the Board of Trustees by the Town Council. The board vacancies have now been filled. I presented an overview/orientation to Beth and Maureen on April 10th.

Volunteers/Tax Abatement

Southern Worcester County Education Collaborative (SWCEC) will be volunteering with a new group of students from Shepherd Hill Regional School, starting at the end of the month. During the summer months, the students and a coach will staff the Project Bread program.

Closings

The library will be closed on Monday May 25th in honor of Memorial Day.

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| Month of APRIL Exhibit | <i>Artistic Women</i> with Carole Bentley, Margery Cook, Mary Kay Ebersold, Jane Stendrup, and Michele Loftus-Trzcinski, all members of the <i>Massasoit Art Guild</i> . | | Main Hall |
| Tuesday 28 | Knitting with Sonya | 10:30 am – 12:30 pm | Reading Room |
| Tuesday 28 | Teen Tuesday | 3 pm – 4 pm | Pioppi Room |
| Tuesday 28 | <i>Soap Making</i> with Sue McGrath/Fernwood | 11 am – noon | Pioppi Room |
| Wednesday 29 | Crafty Wednesdays | All day – drop in | Children’s Room |
| Wednesday 29 | Super Kids | 10:30 am – 11:30 am | Children’s Room |
| Thursday 30 | Lego Club | 3 pm – 4:30 pm | Craft Room |
| Thursday 30 | Music by <i>Doolin#</i> | 6:30 pm – 7:30 pm | Reading Room |

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| Month of MAY Exhibit | Delia Rodriguez - Knitting | | Main Hall |
| Monday 4 | Book Club: <i>And Then There Were None</i> by Agatha Christie | 6:30 pm – 7:30 pm | Reading Room |
| Monday 4 | Hora de Cuentos | 6:30 pm – 7:30 pm | Children’s Room |
| Monday 11 | Pajama Story Hour | 6:30 pm – 7:30 pm | Children’s Room |
| May 11 | Dedication of Claire Birtz Gallery with music | 6 pm – 7:30 pm | Pioppi |

| | provided by Nick Cutroneo | | Room |
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| Monday 18 | West Street School 3 rd Grade Pop Art Reception followed by Story Hour | 6 pm | Children's Room |
| Monday 18 | Friends of JEL meeting | 6 pm | Mills Room |
| Tuesday 5,12,19,26 | Knitting with Sonya | 10:30 am – 12:30 pm | Reading Room |
| Tuesday 5,12,19,26 | Teen Tuesday | 3 pm – 4 pm | Pioppi Room |
| Tuesday 26 | Trustees Meeting | 12 noon | Mills Room |
| Wednesday 6,13,20,27 | Crafty Wednesdays | All day – drop in | Children's Room |
| Wednesday 6,13,20,27 | Super Kids | 10:30 am – 11:30 am | Children's Room |
| Thursday 7,14,21,28 | Lego Club | 3 pm – 4:30 pm | Craft Room |
| Thursday 7 | Artist Reception – Delia Rodriguez | 6:30 pm – 7:30 pm | Main Hall |
| Thursday 14 | Library Box Office: <i>Traitors</i> In Arabic & French w/ English subtitles. | 6 pm | Pioppi Room |
| Thursday 21 | <i>Going Native: Low Maintenance Plants</i> with Betty Sanders* | 6:30 pm – 7:30 pm | Reading Room |
| Friday 1,8,15,22,29 | Toddler Time | 10:30 am | Children's Room |
| Saturday 2,9,16,23 | Lego Club | 10 am – 12 noon | Craft Room |
| Saturday 18 | <i>I Like To Read</i> by Rick Goldin& | 11 am – 12 noon | Children's Room |
| Saturday 2,9 | Teen and Tween Chess Club | 10:30 am – 12 noon | Main Hall |
| Monday 25 | Library Closed in honor of Memorial Day | | |

sponsored by :

*100th Anniversary Celebration & Employees Harvard Pilgrim