

## **TRUSTEES MEETING      TUESDAY, AUGUST 29, 2017**

### **REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**

#### **ARIS**

- The Annual Report Information Survey was submitted to the MA Board of Library Commissioners. This is part of the process of applying for State Aid.

#### **Building**

- DPW to signed contract with Van Gerven Plastering Inc., as the lowest bidder for the New Books area plaster repair.
- DPW on Summer schedule since 6/5. Hours are Monday through Thursday 6 am – 4 pm. No custodian service Fridays when JEL is open 9 am – 5 pm.
- A leak was found in the Reading Room ceiling on 2/3 and a temporary repair was done by DPW. Repairs will be scheduled in FY2018. Quotes already obtained.
- The 2 Trafsys “People Counters” to provide accurate attendance figures for state ARIS report. Installed by DPW 8/27.
- Some issues experienced with the intruder alarm on 8/24 and resolved by visit from technician.
- DPW installed a large banner at the north entrance on drug awareness which is part of the Red Ribbon campaign and other initiatives of the Town Manger.

#### **Children’s Room**

- Caravan Puppets (LCC Grant sponsored) presented on 8/7 and was the last program in the Summer Reading series.
- Lots of new activities (including Thursday Tinkering) were added this year to coincide with summer food (11 am – 1 pm) to attract more kids to the library. It worked!
- The staff is busy re-organizing the room for the fall series of programs and creating new art work for display.

#### **Collection Development**

- The Children’s Room continues to work on an inventory of the collections, as time permits.
- The Southbridge Evening News has been picked up for microfilming by New England Micrographics.
- Issues and parts of the Telegram & Gazette are disappearing. Staff now has to pass it to patrons on request.

#### **Friends of JEL**

- The Friends are hoping to energize their activities and attract more members.
- FOJEL is sponsoring two prizes to incentivize the library card sign up for Teens and Kids.

#### **Long Range Plan**

Final draft from the subcommittee to be presented at today’s Trustee meeting.

## **Media**

Receiving good responses to our frequent Facebook postings.

## **Outreach**

- Participated in the Southbridge 101 organized by Javián Gutierrez, Family Engagement Coordinator for the School District 8/16. Board Chairman Dick Whitney also presented about the Optical Museum. New faculty and staff were taken around town on buses and stopped at the Museum for a presentation by Mr. Whitney and a talk by Severina Rios on Hispanic and Latino heritage in the community. Later a presentation was made at Town Hall by Economic Development, Police Chief and others.

## **Periodicals**

In FY18 staff will manage the subscriptions directly using the Amazon Periodicals Manager. Service from the jobber was unsatisfactory and very time consuming, hence the change. Circulation Supervisor reports that the migration has been successful and she is working on some minor issues.

## **Proctoring**

- Adult Services Librarian proctored two sessions this month. One for Stony Brook College 8/17 and the other for University of Wisconsin 8/23.

## **Programs**

- Art reception for photographer Helen Boyle 8/3
- Book club met on 8/7. Book for discussion was *The Kitchen House*. Not meeting in September.
- *Quintessential Brass* sponsored by the LCC Grant from Southbridge Cultural Council played to a large audience on 8/17.
- A timely program from NASA Ambassador Dino Tata on the solar eclipse was held on 8/18. ISO approved glasses were distributed.
- A gift of ISO approved glasses from Corey and Gereen Alaire was received and immediately distributed to a crowd waiting at both entrances before opening time on 8/21.

## **Safety and Security**

- Working on final details of the Safety Procedure for the facility.
- Police Chief has been in touch and will be scheduling a training for staff. Details will be arranged soon. In light of the shooting of two people and injuring of four others in the Clovis Public Library in New Mexico 8/28. At this morning's department heads meeting re-iterated our request to have this training and the Town Manager supported this request and asked the Police Chief to provide the training.
- Patron in Children's Department verbally abusive of staff when asked to put on socks and or shoes on a child that was moving around the library 8/17

- Incident with patron using the bathroom for an extended period (30 minutes – according to the research this is one of the indicators of possible drug activity) at closing time and he complained staff was infringing his privacy 8/18
- Possible drug paraphernalia found in one of the bathrooms on the main level 8/21. Reported to Police Department and they came by to pick up the item.
- Man observed sitting on the bench at the east side of the building smoking a suspicious type of pipe. Police were called 8/24.
- Smell of smoke noticed by a staff member. Seemed to be from one of the bathrooms. Bathroom was checked by staff and there was some blood on the sink 8/25.
- Patron who has lost his wallet requesting access to the security cameras to investigate. Permission refused.

### Summer Food Service

- New volunteers have been recruited to assist us with the food distribution. Center of Hope and Southern Worcester County Education Collaborative were unable to provide volunteers this summer. We are most appreciative of this assistance from our community friends.

### Summer Reading

- Registration for the program is slightly increased on previous years due to staff promotion and efforts at marketing the events.

	Registered	Completed	# of Programs	Attendance
<u>Adult</u>	<u>51</u>	<u>51</u>	<u>10</u>	<u>172</u>
Teen	18	18	6	18
<u>Child</u>	<u>174</u>	<u>80</u>	<u>47</u>	<u>1,086</u>

### Tax Abatement Personnel

- Only three of the tax abatement personnel are currently working. One is out for surgery