

TRUSTEES MEETING TUESDAY, SEPTEMBER 22, 2015

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Budget

- ARIS (Annual Report Information Survey) was submitted. Circulation figures have decreased but database usage is now allowed to be tracked as part of the report and is off-setting some of the decrease. As a result, we have made some changes in procedures to capture as many of the transactions in terms of the statistics.
- Currently working on the annual financial report for the state, due in mid-October

Building/Capital Projects

- DPW Staff, including our custodian Jamie, has resumed regular hours 8 am to 4 pm, Monday through Friday, since Labor Day.
- DPW did a temporary repair on the roof where there was a leak. Quotes from contractors have been requested for the slate roof repairs, and for the gable end to be repaired and painted. Reviewed the leaks in the building with the Director of the DPW. Contacted some roofing contractors to obtain quotes.
- DPW has changed some bulbs, replace a belt on an extractor fan and conduct the quarterly filter replacement.
- HVAC – MPC has completed the Summer Preventative Maintenance. Some items identified as needing attention. Repair of 2 of the units completed, including washing of coils.
- 2 capital requests for FY16 were submitted

– Original Façade Main Street to be re-pointed \$41,600.00 – Approved at Town Council meeting 6/15

- Parking lot re-surfacing \$37,220.00 – not determined

Projects still outstanding:

- Roof repair – one quote received, waiting for others
- Gable End Marquee over the north entrance
- HVAC projects listed in order of priority:
 1. RTU# 5 \$2,625
 2. RTU# 1 \$1,916
 3. AHU# 3 \$1,838
- Drains to be installed in the first floor bathrooms
- Plaster on the inside wall near New Books area (needs to be done after the façade has been re-pointed)
- Quote received for the repair of the leather chair in the Reading Room of \$2350 from Furniture Plus in Worcester. The arms are wearing thin. The chair was donated in memory of Ray Capral.
- Painting of the interior – especially the lower hallway
- A nip size bottle of alcohol was found in the reading room. Following a complaint, detectives found heroin in the bathroom.

- DPW repairing window on Foster Street damaged by ice. Mesh wire has been added to 3 windows to prevent future ice damage
- Custodian is painting the cast iron fence around the perimeter of the property – five sections of fence completed
- Refrigerator in Staff Room no longer operational - request to use State Aid to purchase a new appliance
- Purchased two new barrel-style chairs for the Reading Room.
- Surplus computers have been disposed of. One more batch to be collected. Significant space has been free-up.
- Cable TV stations has upgraded the cameras and we have been given a camera and tripod to facilitate filming programs at JEL that can be later converted to cable-ready footage to broadcast on cable and on You Tube. We are very pleased with this breakthrough as it will provide high visibility for JEL events.

Centenary Book Project

Not much progress has been made on uploading the project to Lightning Source. A date for the book launch and reception to be decided.

Children's Department

- One special program was *Curious Creatures* who came with a variety of different animals, sponsored by the Federal Lunch Program.
- The children enjoyed the animals at close range and could touch them if they choose. *Henry the Juggler's* presentation was funded by the Southbridge Cultural Council, and he did a great job of involving the audience and gave juggling lessons!
- Inventory of Children's collection began this week.
- Southbridge teen offered a *Thank A Vet* card drive, in the Children's Room, as part of her community service contribution for *Project 351*
- School is back in session and things are a lot quieter in the Children's Room until later in the afternoon, when students arrive off the bus.
- Kate Hanscom, a picture book author, gave a book talk 8/31. The author read her latest book, *Creative Christopher*, and talked about what it is like to write a book, followed by making paper airplanes and getting to fly them in the Children's Room!

Collections

- Change being made to the DVD display and storage in the Children's Room, as some theft has been recorded. Staff will now have to switch out DVD with empty box, adding another step in the checkout process.
- Staff is continuing with an inventory (and catalog adjustments) of the DVD collections in the adult and children's departments.
- After some discussion, we have decided to introduce a 4-week holds protection on new fiction and nonfiction titles, where requests from other libraries are embargoed during the first month

of acquisition. The network encourages full sharing which JEL has always abided by but given the affect on our checkout statistics, we wanted to suspend Interlibrary Loan on the newest purchases to monitor the numbers.

- Review of catalog and analysis of inventory continues.
- Fr Peter Joyce donated a copy of the new publication *Jubilee: Celebrating the anniversaries of St. John Paul II Parish* for the collection.

Felix Gatineau Walking Cane

Working with Union St. Jean Baptiste to have a shadow box made to display the walking stick with the gold knob, owned by Felix Gatineau that was donated by the family at the dedication event 6/24/2015.

FOJEL

No meeting in August or September. Email discussion was conducted instead.

Grants

- Notified by the CHNA5 (Community Health Network Area5) that our application for \$250 to fund a presentation from *Speak Out Boston* on LGBTQ and Trans, has been approved. Program will be presented in the early new year. Working with YOUInc to promote the event.
- Working with presenters for the FY16 Local Cultural Council grant round. Applications due 10/15

Hispanic Heritage Month

- Edmy Ortiz is the artist of the month. Her large colorful paintings have been admired by many and the reception 9/3 attracted a good turnout.
- Hispanic Heritage month is being celebrated with a film *To Kill A Man* in Spanish with English subtitles.
- *Evening of Flamenco* dancing and live music was a success. Sponsored by LCC
- *Ding Dong Quien Es?* - music for the family on Monday, September 21st. Sponsored by LCC

Interlibrary Loan

- Delivery problems experienced with Interlibrary Loan. MLS is working to correct.

MBLC

Completed survey for Massachusetts Board of Library Commissioners on future budget priorities and funding levels.

Media and Social Media

as of today:

1,536	subscribers to the eNewsletter	(Constant Contact)
651	"likes" on Facebook	
2,763	JEL Website Sessions	(August 1 – August 31)
2,683	JEL Website Sessions	(July 1 – July 31)

- Promoting Library Card Sign up throughout the month of September.
- A display featuring books that have been banned is on view to celebrate the American Library Associations' annual *Freedom To Read*.

Meetings

- I attended the funeral of Mary Puracchio, wife of former trustee James Puracchio.
- Participated in the Community Leaders' Forum – Strategic Plan Development at the YMCA 9/9
- Met with Helen Santilli and provided information on football team cup being returned to Southbridge from out of state.

Memorial Donations

- Clark University donated \$40 in memory of former board chairman John V Lachapelle. This brought the total donations to \$140 and \$200 to FOJEL in Mr. Lachapelle's memory.
- A total of \$290 was received in memory of patron Bernice Ziemski. Permission has been given by both families to have the money used to install the benches and the sculpture on the Main Street side of the building.

Museum Passes

The A J Petro Pool pass has been very popular and in demand this year.

Outreach

- Adult Services Librarian staffed a booth at the Southbridge Youth Summit on the Town Common on Friday, 8/14. The event was well-attended and it provided an opportunity to engage with some new teens, as well as some familiar faces.
- The library is a collection point for the annual school supplies donations –*Stuff The Bus* – the community was very generous again this year. The materials collected are distributed locally.
- Met with representatives of Elder Services of Worcester (ESWA) and Centro to discuss the new program they will present to Spanish speakers, at the library: *Tomando La Salud en Tus Mañõs*
- Submitted annual report to American Library Association Directory

Programs

- This month's exhibit is "*Diversity- An International Poster Exhibit*" arranged by Stephen Lewis. The show will be on display until August 31. There will not be a reception this month.
- Almost 60 people attended the *60th Anniversary of the 1955 Flood*, presented by Dick Whitney. Lots of stories and memories were shared. The Cable TV staff recorded the event and broadcast soon.
- Dr. Matthew Raider presented a discussion on the health benefits of meditation on Thursday, 8/27. The audience was engaged and made for a lively Q&A.
- Mark Mandeville and Rianne Richards performed their folk music with special guests Doug Williamson and Peter Hart; sponsored by the Southbridge Cultural Council, on 8/20.

Proctoring

- Proctoring at JEL has become a popular service and is a trend throughout MA libraries. A discussion is underway on the Listserv and we are considering if we need a policy.

Project Bread

- Project Bread the summer food service began on Monday, July 6th and finished on August 7th.
- Southern Worcester County Educational Collaborative (SWCEC) students and a job coach staff the service in the Children’s Room did an excellent job and without whom, we would not be able to host the service.
- As the YMCA Daycare joined us for lunch many days during the summer, our numbers were much higher.
- JEL was awarded two grants from the federal lunch program for lunch time presentations which also helped to boost the attendances.

Research

- Assisting Concordia College on a history project that relates to a correspondence of a World War II veteran from Southbridge. Once completed, the material is expected to be in a digital library and therefore accessible to the community here too.
- Researcher working on the life of Sidney Clark, editor of the Southbridge Press and is interested in buying one of the reels which we are facilitating with the vendor.

Schools

- Attended the first meeting of the academic year of the West Street School advisory committee.
- Summer reading was much smoother this year and obtaining the required reading lists in advance of school closing and library budget closing out, was very helpful.
- JEL is one of the resource links from the Parent Resources section on the school website.

Staff

- Staff attended the orientation for the job classification study. This study is being conducted throughout the town’s non union employees.
- Staff is busy reviewing job descriptions and completing the position analysis questionnaires (PAQs) for September 25
- Review and comment by department manager to be submitted October 1, 2015

Summer Reading

- Summer Reading for all ages began July 1 and finished August 7.
- Completed the annual summer reading survey for Massachusetts Library System.
- In the children’s section, for every book read this summer, receive a raffle ticket – fill it out and enter to win one of the prize baskets on the display in the main hall! Winners were drawn August 14. Lots of competitive spirit there! Staff created some very clever displays to promote the program.

Summer Reading	Adults	Teens	Juveniles
Registered	34	24	128

Completed the program	The winners of the gift baskets were notified and have picked up their prizes	Top five teen readers were submitted to the state-wide Bruins raffle drawing.	50 kids finished the prescribed youth program and were invited to the pizza party and awarded certificates
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Teen Programs

- *Teen Improv* program with Jape Payette, sponsored by the Southbridge Cultural Council, was held on Tuesday, 8/11. Jape was engaging and kept the momentum going for the full two hour session. He was encouraging and provided lots of positive feedback to the participants.
- In light of the low participation in the teen programs offered, we are considering changing the format of programs to twice monthly and having them on Friday afternoons to see if this would garner greater interest. We will also survey students to determine what programs they would like to see offered.

Technology

- Batteries have been replaced in the panic buttons
- The Mass Library System has launched a new statewide digital initiative – [Commonwealth eBook Collections](#). Patrons now have access to two resources – Axis360 and Biblioboard – through this initiative, with a third to come. More details available www.jacobedwardslibrary.org
- Easier access to the library catalog is now available at <http://southbridge.cwmars.org>
- With the technology updates, patrons will need to have a 14 digit library card in order to access the databases. Upgraded cards are being offered free of charge.
- Quote of \$5,658 for upgrade to the surveillance system and add some additional cameras to improve security.

Town Council

I attended the Town Council meeting 7/20 and the General Government Sub Committee on 7/15 in relation to the request to de-accession the surplus computers, microfilm readers and Princeton Files.

Town Manager

- Have had a few meetings with the Town Manager, Ronald San Angelo in relation to the building maintenance and project scheduling. The façade re-pointing has become a priority due to interior damage. Working with DPW to organize the scope of work on this project, the ceiling/walls repair and painting and the roof leaks and ice dam, in rear.
- Building Inspector Nick Tortis reported to the department meeting that he has had an asbestos inspection done on 28 Foster Street
- Met with Town Manager and DPW administration to discuss the repair projects and maintenance at JEL. TP Morin and Dave Wood have visited to review the ceiling and wall project.
- Met with the Town Manager to prepare for the procurement process for the ceilings at JEL.
- Working on the benefits information and the assets report requested by the accountant, for the audit.

Training

- Participated in a webinar on state aid financial report
- Adult Services Librarian attended webinars from the Mass Library System on Friday, 8/28 about the newly launched Commonwealth eBook Collections. Work continues to streamline the platforms to make them much more user friendly.
- Staff continue to assist patrons with accessing eBooks and learning about the new features

Volunteers

Aspira volunteer was with us from 7/7 through 8/14. One major project that the student completed was to sort through a large donation of Legos from the Sacred Heart Flea market. Initially, two students were assigned but one was re-assigned to another location.

WRTA

The WRTA has updated the bus schedule effective 8/28/15. The library will host the public hearing on Saturday Service for route 29 (Southbridge) October 5.

YMCA

Participated in the YMCA Community Leaders' Forum – Strategic Plan Development on 9/9

Bicentennial

Photo has been selected for the Bicentennial Playing Card pack and submitted to Francine Farland.

Month of October 2015 Exhibit	B. Eugene McCarthy artist of the month Celebrating Hispanic Heritage		Main Hall
Monday 5	Book Club: <i>The Hanging Judge</i> by Michael Ponsor	6:30 pm – 7:30 pm	Reading Room
Monday 5	WRTA Public Hearing	5 pm - 6 pm	Pioppi Room
Monday 5,19,26	Story Time	6:30 pm - 7:30 pm	Children's Room
Monday 19	Friends of JEL	6 pm	Mills Room
Monday 26	Credit Scores and Credit Reports by Money Management and sponsored by Southbridge Savings Bank	6:30 pm – 7:30 pm	Reading Room
Tuesday 6,13,20,27	Knitting with Sonya	10:30 am – 12:30 pm	Reading Room
Tuesday 6,13,20,27	Teen Tuesday	3 pm – 4 pm	Pioppi Room
Tuesday 20	Trustees Meeting	12 noon	Mills Room
Wednesday 7,14,21,28	Crafty Wednesdays	All day – drop in	Children's Room
Wednesday 7,14,21,28	Super Kids	10:30 am – 11:30 am	Children's Room
Thursday 1,8,15,22,29	Lego Club	3 pm – 4:30 pm	Craft Room
Thursday 1	Artist Reception – <i>B.Eugene McCarthy - watercolors</i>	6:30 pm – 7:30 pm	Main Hall
Thursday 8	Library Box Office: <i>Exists</i>	6 pm	Pioppi Room
Thursday 1,8	<i>Tomando La Salud En Tus Mañños</i> presented by CENTRO	2 pm – 4:30 pm	Pioppi Room

Thursday 15	<i>Water Rising</i> with Garth Evans and Leila Philip	6:30 pm – 7:30 pm	Reading Room
Thursday 22	Salem Witch Hysteria#	6:30 pm – 7:30 pm	Reading Room
Friday 2,9,16,23,30	Toddler Time	10:30 am	Children's Room
Saturday 3,10,17,24,31	Lego Club	10 am – 12 noon	Children's Room
Monday 12	Library Closed in honor of Columbus Day		

sponsored by : #Southbridge Cultural Council