

## **TRUSTEES MEETING**

**TUESDAY, FEBRUARY 19, 2013**

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

### ***Technology***

The 54" plasma TV and computer has been installed for the bus tracker. We elected for a split-screen view, where the WRTA bus tracker is displayed on one side and the library programs, on the other. The Adult Services Librarian has been trained by WRTA in the software updates and will subsequently train other staff on site. The hardware was provided by WRTA but the software for the Xibio Client is an expense that the library has to pick up:

- Kaseya remote monitoring software on a yearly basis - software licensing/rental shall be sixty US dollars (\$60) per device per year
- Bryley Systems' *Comprehensive Support Program/Basic* option. Cost is \$228 per sign per year and includes monitoring, updates, patching, and remote-labor-only support on a minimum, next-business-day response basis

### ***Building***

Larochelle Electrical had installed the necessary sockets on the Mezzanine area for the plasma TV screen and computer. The wiring inspector has since visited and approved the project. Work continues on the punch list which has been updated.

### ***Security***

The training/building assessment requested from Police Chief and Fire Chief had to be deferred. I am hoping to have the chiefs review the building and provide comment and suggestions.

### ***Training***

The annual half day training for staff will focus this year on safety in the workplace, along with customer service and planning for the centennial. We are looking at a Friday afternoon in April to hold the event.

### ***Media***

The Facebook page has 306 "likes" and is continuing to build its audience. The Southbridge Evening News is generous with space too. The number of visitors to the JEL website averages 2,500 per month.

### ***Collection Development***

Various collection development projects are ongoing in order to update the catalog and use some of the new reports features available in the open source ILS. The Large Type and Periodicals collections have been reorganized. It is hoped that the new configuration will promote more usage and improved access. The staff continues to review new ideas that are being discussed in the professional literature and where possible visiting libraries working at the cutting edge.

### ***Staffing***

Library Aide, Angela Dumas has commenced a dual masters program in library science and education, at Simmons College.

### **Volunteers**

The library has volunteers from the Southern Worcester County Educational Collaborative on Tuesdays and each day one of the tax abatement personnel is here to assist staff.

### **Children's Department**

On 1/17, the Children's Librarian participated in an ALA train the trainer program: *Every Child Ready to Read!* delivered by webinar. Children's staff met with the Recycling Coordinator to discuss recyclable craft ideas. The extreme cold has affected the attendance at programs, especially the *Baby Time*. The second *Pinkalicious and Take Your Child to the Library Day* party was a resounding success, starting a new tradition! There were in excess of ninety people in the Children's Room, on Saturday and made all the preparations worthwhile

### **Programs**

Many people gathered at the reception for the *Black White and Blue* exhibit. The monthly *Library Box Offices* was appropriately titled: *Republic of Love and screened on Valentine's Day*.

### **Outreach**

Troop 140 Boy Scouts visited on Monday evening for a tour and I provided a short presentation on local history. Library staff has accepted the invitation to participate in the 2013 *Reach Out And Read* program organized by the PTA.

### **WRTA**

The WRTA bus service commenced 1/28 and the bus riders are coming into the library, while waiting which is mutually beneficial. The digital Bus Tracker sign has been activated. There were many steps and the DPW played a significant role by installing the hardware on February 5<sup>th</sup>. The stairs had to be temporarily closed off during the process but patrons had access to the Foster Street stairs and the elevator. According to the General Manager of the RTA "for the first twelve days of service we had 5 passengers per day going inbound to Auburn Mall and 12 passengers per day going outbound to Southbridge".

### **Meetings**

The Children's Librarian attended the Parent Support Network meeting held at the library. I attended the Digital Commonwealth board meeting.

### **Meeting Rooms**

The meeting rooms continue to be in demand by the community. The library has four meeting rooms of various sizes and two study rooms that can be reserved by the public. QCC-GED testing will be held two days next week.

### **Industry Exhibit**

The Optical Heritage Museum exhibit was well received. Thank you to Dick Whitney and Donna Silverberg for facilitating. The Dexter-Russell exhibit is now installed and is piquing the interest of many of our patrons.

### **Ethics Training**

Staff and Tax Abatement personnel have completed the online ethics training.

**FOJEL**

The Friends are working with a new vendor for the coffee service.

**AARP Tax Assistance**

Promotion of this program has been successful. The *Southbridge Evening News* provided coverage and it is posted on the JEL website and Facebook pages. The AARP offers tax assistance to the community on Monday and Thursday evenings, (started January 28 through April 4). There are two tax preparers present and six clients are seen each day. Library staff assists by scheduling appointments and follow up with courtesy calls to remind those with appointments. The tax forms are starting to arrive finally and more are still to come. We have been fielding lots of questions and complaints from the public.

**Literacy Volunteers**

The first computer class was held on Saturday in the Pioppi Room. This is a basic skills class and will be followed by an intermediate class, offered by another instructor.

**100<sup>th</sup> Anniversary of JEL**

Planning is underway! A meeting is scheduled on the first Saturday of each month for this purpose.

**Bicentennial Meeting**

No report

**Library Legislative Breakfast**

The annual Library Legislative Day for this district was held in Oxford and Trustee Dick Whitney and I attended.

**Budget**

The budget request has been submitted. The Chairwoman of the Board attended the meeting with the Town Manager and Accountant. The directions were for a level funded budget with 2% increase for all staff and a 3% increase in utilities (water and sewer). The MAR for FY14 is \$464,504

**Closing**

The library was closed on Friday, February 8, at noon and remained closed until Monday 11, at 9 a.m. due to the inclement weather.

February Artists of the Month	<i>Black White and Blue</i> presented by Vivien Goldman and John Ferrara		Main Hall
Friday 15,22	Baby Time	10:30 a.m. – 11:30 a.m.	Craft Room
Monday 25	<i>Inkwell Imaginings</i>	6 p.m. – 7:30 p.m.	Mills Room
Monday 25	Pajama Storytime	6:30 p.m. – 7:30 p.m.	Children's Room
Tuesday 19,26	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 19,26	Anime Club for Teens	3:10 – 4:30 p.m.	Pioppi Room
Wednesday 20,27	Crafty Wednesdays	All Day – drop in	Children's Room
Thursday 14	<i>Library Box Office</i>	6 p.m.	Pioppi Room
Thursday 21 <i>Black History Month</i> lecture	<i>Girl Power – The Supremes As Cultural Icons</i> with Tom Ingrassia	6:30 p.m. – 7:30 p.m.	Reading Room

MARCH Artists of the Month	<i>Women's Hand Work</i> Group show		Main Hall
Friday 1,8,15,33,29	Baby Time	10:30 a.m. – 11:30 a.m.	Craft Room
Monday 4,11,18,25	<i>Inkwell Imaginings</i>	6 p.m. – 7:30 p.m.	Mills Room
Monday 4,11,18,25	Pajama Storytime	6:30 p.m. – 7:30 p.m.	Children's Room
Tuesday 5,12,19,26	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 5,12,19,26	Anime Club for Teens	3:10 – 4:30 p.m.	Pioppi Room
Wednesday 6,13,20,27	Crafty Wednesdays	All Day – drop in	Children's Room
Wednesday 6,13,20,27	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Thursday 7	<i>Artists Reception</i>	6:30 p.m. – 7:30 p.m.	Main Hall
Thursday 7	<i>Boys of the Town –</i> musical performance	6:30 p.m. – 7:30 p.m.	Reading Room
Thursday 14	<i>Library Box Office</i>	6 p.m.	Pioppi Room
Thursday 28	<i>Arthur Sandoli - Music</i>	6:30 p.m. – 7:30 p.m.	Reading Room