

TRUSTEES MEETING TUESDAY, FEBRUARY 23, 2016

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Budget and State Aid

- Budget has just been submitted and I am in discussion with the Financial Director as there are some changes being considered. As directed there are no new personnel requested, no wage increase, level fund all line items except water and sewer (6% increase). I requested \$5,000 increase in the line item for Building Maintenance and Repair of Equipment as there is a great need for additional funding.
- The budget is based on the assumption that the Board of Trustees will provide \$40,000 for Books and Materials as has been the practice for the duration of my administration. Please note that the MAR (Municipal Appropriation Requirement) has increased; therefore the \$76,000 (including \$36,000 in the operating budget) will not be enough in FY18 to meet the 15% requirement of MAR to qualify for State Aid. In the most recent draft of the budget request **The TAMI for FY17 is \$505,252.**

Building/Capital Projects

- P and P Contracting has come back to check a leak in the roof area around the elevator shaft. I am coordinating with the Elevator Maintenance Service to have them here both here so that the elevator can be put out of commission to facilitate an inspection of the shaft and surrounding area.
- New back pack style vacuum cleaner purchased through the School Department
- The building has been reviewed by an energy consultant. Currently reviewing the report and cost.
- The second more detailed review of the facilities has been conducted. A report is pending. However, the gutters were identified as a new item to the list for replacement rather than repair.
- Thanks to Financial Director and Treasurer (acting during Town Manager's vacation) for arranging for Joel to check on the building during the extreme cold weather on Sunday 2/14. Fortunately, we did not have any issues!
- Preparing report for the Facilities Assessment consultant that is scheduled for 2/18

Children's Department

- *Birds of Prey of North America* on Thursday of vacation week, in the Pioppi Room attracted in the region of 90 attendees. It was popular with adults and children alike. Thanks to sponsorship from the Borgatti fund at the Greater Worcester Community Foundation. The Southbridge Evening News and The Telegram and Gazette had reporters in attendance.

- An up-cycled notice board is currently in development to be placed in the back of the Children's Room for the kids to use for their art and creative writing. It will encourage the kids to post their creative output and also make them feel engaged with activities at the library.
- Puppet theatre is in high usage and a wonderful addition to the library. We are hoping to add some new puppets and will be looking for a grant in support of this effort.
- Children's Librarian has been working with the School Liaisons (via email), setting up translation assistance from Maria and Michelle, planning Summer Reading and outreach as well as discussing homework shelves.
- Easy Reader are being re-labeled Early Readers to comply with nomenclature changes in the profession
- *Take Your Child to the Library Day*, an international event held yearly on the first Saturday in February was successful. Several activities were offered and 47 children participated.
- Regular Saturday morning programs - *Action Stories and Songs* - will be offered on the first Saturday of each month at 11:30 am. We are pleased to offer this fun and active program at an ideal time for working families and other patrons who cannot attend weekday programs.
- Collage Craft is a new program being added to help kids with fine motor skills
- On 2/16/2016, a child was ill with vomiting. The area was blocked off and thoroughly sanitized.
- On Tuesday, 2/9/2016, there was a concern with a DCF family visit and the recurring behavior issues in relation to safety of the child and other children in the room. Margaret spoke with the mother and the DCF worker to explain our concern and what was acceptable behavior and followed up with a call to DCF in Whitensville.

Collections

- Staff has devised a chart for the inventory. Significant progress has been made.
- Large print inventory starting 2/3/16
- Periodical shifting deleting completed 2/6/16

FOJEL

- Meeting on February 28th

Grants

CDBG - *My Life My Health* in February and March has 11 participants. Feedback is good

CHNA5 – *Speak Out Boston* program on Thursday, February 25th at 6:30 pm.

Long Range Plan

- The staff is already preparing for focus groups and gathering the data prior to conducting the 5 year study and outlook. Request for some funding for a consultant to conduct the analysis and act as project manager, and for the refreshments etc will be prepared for next meeting. Anticipate filing in October 2016.

Media and Social Media

as of today:

1,550	subscribers to the eNewsletter	(Constant Contact)
727	"likes" on Facebook	
2,406	JEL Website Sessions	(December 1 – 31)

- Interview with Children's Librarian Tracie Scott in SEN
- Article on *The First Century: Jacob Edwards Library 1914-2014* in SEN

Meetings

- Met with George Allen of AeroVenture Institute and have many ideas for future activities and areas of mutual interest.

Outreach

Programs

- Krosslink – the peer to peer network for entrepreneurs will hold its first public meeting at JEL on December 3rd and the first Thursday of each month thereafter. Supporting this effort is the Chamber of Commerce, Economic Development, SCORE, Quaboag CDC and Krosslink founder Venkat Kalluri. Senator Fattman attended the January event as did Councilor Clemence and Councilor Manna.
- The Library Box Office continued with *Arbitrage*, starring Richard Gere, on Thursday, January 14th.
- Brookfield Paperworks exhibit receiving very positive reviews from patrons. Article included in last week's *Southbridge Evening News*.
- Creative Writing students of Dr. MaryKate McMaster at QCC Southbridge read their work at an event on 12/14.
- Successful Hats and Mittens Drive. Donated to Catholic Charities for distribution locally.

Research

- Worked with Concordia College on a WWII project using Southbridge Evening News. Project is now accessible on their Digital Library. Coordinated through Gretchen Harvey and Joan Menard.

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

- Waiting for the results of the job classification study by HRS consultants. Staff has completing the position analysis questionnaires (PAQs) and were reviewed by library director. Subsequently staff were interviewed by the HRS consultants. Report being prepared for presentation to the Town Manager and Town Council.
- Winter decorations being replaced in all departments with spring/women's history/St. Patrick's Day etc.
- Custodian was out on leave and was covered by a colleague from Town Hall for a limited period each day.

Technology

- American Alarm reviewed the surveillance system and provided a quote. It is hoped to review the quotes and use State Aid to fund the upgrade.
- Need some IT work done and it will be a priority now that budget is in place.

Training

- Staff continue to assist patrons with accessing eBooks and learning about the new features
- Conducting an ongoing orientation for new Children's Librarian

Trustees

- Meeting cycle changed to the 4th Tuesday of each month.

Volunteers

- Center of Hope continues a weekly volunteer session on Fridays where a job coach will work with four Center members to complete tasks assigned by the Circulation Supervisor.
- Southern Worcester County Education Collaborative continue to provide volunteer service hours on Thursdays during the school year.
- The five senior tax abatement personnel have returned and are assisting for 65hours each during the year.

WRTA

- WRTA has begun Saturday service on Rt. 29 starting on 1/30/2016

Bicentennial

- Congratulations to the members of the Bicentennial Committee for the wonderful Gala Ball that launched the 200th Birthday of Southbridge on Saturday, February 13th! We look forward to participating in events throughout the year.

- Working with the committee on researching some historical events to include in the book that is anticipated to be published in October 2016.
- It would be appreciated if the library would have an advertisement in the publication. It is important for posterity to be included. It is an opportunity to get some current information about the library into circulation and also will serve as a benchmark for comparison to previous eras.

A report on security was requested by the Board at the January meeting and the following was presented separately at the February meeting.

February 3rd, 2016

Police department were called as a patron was causing some concern due to his demeanor. A walk through was requested and a request to evaluate the situation and determined the man was waiting for the bus

February 8th, 2016

Right side of stairwell (wall outside data closet/elevator) near Children's Room there is graffiti on the wall under the four photographs. Staff has been asked to be vigilant for this or other malicious behavior and to report it immediately.

February 19th, 2016

A student who had a No Trespass order served on him was in the library with a tutor from the SMHS – staff only became aware after the session.