

TRUSTEES MEETING TUESDAY, JANUARY 23, 2018

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Budget

- Working on budget requests for FY2019

Building

- Working with DPW personnel on two leaks.
 - The temporary repair on the leak in the Reading Room was checked and deemed ok for now. Scope of work has been prepared and will be used to obtain quotes for permanent repair. Scope of work for the repair of the Reading Room roof (1966 section of the building) has been developed. Working with DPW on preparing the documents for the bidding process. Also had contractor come by 1/23 after heavy rain to review and see if source of leak could be determined.
 - The leak in the area adjacent to the Information Desk. Source of leak being investigated, waiting for weather to improve.
 - Also had contractor come by 1/23 after heavy rain to review and see if source of leaks could be determined.
- MPC identified some items to be replaced during the preventative maintenance. Quotes received and requested work to be scheduled.
- Leak in the bubbler on lower level. Working to resolve.
- The malfunctioning automatic door openers were replaced 12/28. Automatic door opener has malfunctioned 1/16. New mechanism is on order. Delivery and installation anticipated 1/25. Arrangements have been made for patrons needing assistance to alert staff.
- DPW staff has done a great job with snow clearing $\frac{1}{4}$ and sanding on many occasions including 1/23. Thank you.
- Camera at rear entrance making a buzzing sound. American Alarm replaced on 1/5. This is the second camera that has been replaced. I have discussed the possibility of bad batch etc. with American Alarm. On 1/23 a third camera on the mezzanine floor starting the same noise. The manufacturer immediately sent their representative that afternoon and he is working with the installer (American Alarms) to resolve the issues.

Children's Room

- Successful presentation with author Tamra Wight on 12/29. There were 27 participants.
- Due to the recent cold weather numbers have been low for other programs during that period.
- A storyboard entitled "*Big World Small World*" created by the grandchildren of John Ferrara, (Sara, Emily and AnnMarie of Houston, TX), the January artist, is on display through the month of January.

- The monthly Saturday event focused on brain teaser puzzles and there was a good turnout.

Collection Development

- The following areas of the collection have been completed DVDs, Audio Books Early Readers, Board Books, Music, DS Games.
- Staff is checking the letters “Wah” in the picture book collection.

Fines for Late Material

- Discussion nationally and locally about collecting fines and its effectiveness. Joshua Hyde Library in Sturbridge has abolished fines altogether, since January 1, 2018.
- Charlton has elected to have one day per week that is fine-free.

Friends of JEL

- Preparing for the annual Book Sale end of March.
- Requests for funding of Summer Reading Program and other presentations during the year is being prepared for submission to the Friends.

Grants/Donations

- MIIA grant application for additional cameras on the building was not successful.
- Notified by the Southbridge Cultural Council that 11 grant applications for presenters at JEL have been approved. The total award is \$4,980. The LCC grant program is a significant sponsor of programs at JEL.

Long Range Plan

- Staff is reviewing the plan and preparing an implementation strategy.

Media

- Receiving good responses to our frequent Facebook postings.
- *Southbridge Evening News* reporter Sarah Champagne has covered many of our events.
- The new online *Citizen Chronicle* correspondents have covered many events as well.
- SCTV has processed and uploaded some new programs recorded by library staff on YouTube.

Meetings/Outreach

- Attended the CHNA5 (Community Health Network Area5) meeting 1/19. The topic for the meeting was depression and mental health and a panel presentation was given. The member agencies were previously surveyed and mental health was overwhelmingly identified as the issue all agencies are dealing with. There was a brief discussion on how to quantify the number of new residents who have come to Southbridge that were displaced by Hurricane Maria from Puerto Rico.

Programs

- Book club did not meet in January.
- John Ferrara's artwork is on display for the month of January. Opening reception held on 1/11 due to the snow. We had a great turnout for the opening, which received coverage from *The Citizen Chronicle* and *Southbridge Evening News*
- Library Box Office movie on 1/11 was *Baby Driver*.
- *The Doolin Boys* performed A Celtic Christmas, a holiday concert on Thursday, 12/21. This was a Cultural Council-sponsored program, and we had a great turnout with about 40 in attendance.
- Author James Glickman presented a book talk on *Crossing Point* his recent historical novel. Professor Glickman is on the faculty at Community College Rhode Island.

Safety and Security

- One person reported she fell in the driveway and DPW responded immediately to sand the section of the parking lot in question 1/23.
- Nip bottle found in bathroom 1/8, beer bottle 1/12 and four nips 1/16.
- Staff was faced with a dilemma again when closing building on 1/3. A student had not been picked up and had previously been in the same situation 11/15/2017. Having called parent and grandparent we were out of options and had the police come here and take care of the student. There was a similar situation with an older child and I had waited with her (for 30 minutes) and have spoken with her mother and provided some alternative suggestions so the student is not waiting outdoor in cold temperatures.
- Concern for patron when staff were unable to wake her. Called Police Department. Officer Bergeron responded and EMTs followed up to check
- Police Department called to assist with patron who was uncooperative 12/20.
- Walk through by police officers 12/27, 12/28.

School Department

- Had a brief discussion with the Director of Family and Community Engagement regarding outreach opportunities. I will be visiting the administration building to meet with the registration staff there.

Tax Abatement Personnel

- The library has been notified that there will be 5 personnel through this program in 2018. Ted Bartlett, Gaye Roberts, Virginia Rutcheo, Larry Day will return and Linda DiBonaventura will begin her first time. Staff is pleased to have this additional assistance to retrieve materials in a timely manner for Interlibrary Loan and work on some special projects.

Tax Season

- Tax forms arrived from the DOR. Forms have been ordered from the IRS but have yet to arrive. A much smaller number of forms has been delivered. The DOR has announced it

was cutting back. Emphasis is being placed on eFiling. Online filing is scheduled to open on 1/29

- AARP Tax Assistance is anticipated on 2/1. Waiting for schedule to be released by AARP before appointments can be taken.

Technology

- Reviewed the electronics surplus inventory with Andy Pelletier and created a comprehensive list of all the items and their serial numbers 1/9.
- The recently installed TrafSys 'people counter' is not providing correct data. Staff has contacted vendor and it was agreed that re-locating the devices would improve the data catch.
- During the month we have had the camera at the north entrance replaced by American Alarm 1/11. Avigilon representative did a site visit and assessment. The manufacturer and installer are going to review and make a proposal for going forward.
- The Envisionware coin box malfunctioning on 1/16. New part installed and is working correctly again.

Teens

- Held a teen craft program making recycled gift bows on Wednesday, 12/20, with four attendees.

Library closed

- Monday, January 1, New Year's Day
- Thursday, 1/4 due to snow.
- Monday, 1/15 to honor Martin Luther King Day.