

# **TRUSTEES MEETING      TUESDAY, JUNE 16, 2015**

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

### **Budget**

The library budget was unanimously approved at the Education and Human Services (EHS) subcommittee April 29<sup>th</sup> at 7 pm. Council of the Whole meeting 5/26 to approve the FY 16 Operating Budget and the Capital Budget.

### **Building/Capital Projects**

- DPW was called on Friday, 5/29 about a broken toilet handle in staff restroom. Parts were ordered and they completed the repair on Monday. Thanks to them for the quick turnaround!
- DPW was also called on Tuesday, 6/2 about an old roof leak that Jamie noticed has resurfaced. Because of the wet slate roof, they will return when conditions are dryer to fully assess.
- Routine elevator maintenance for June performed on 6/2 by Elevator Maintenance & Service.
- 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.
- Interim Town Manager has asked the Town Attorney to work with the Board of Trustees in relation to the
- 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 subject to the sale of some Real Estate
  - Parking lot re-surfacing \$37,220.00 – not determined

### **Technology**

- Public computer access not available June 15 and 16. Malware discovered in the system and scanning of the network has taken place. Working with IT service for an expeditious solution.

### **Centenary Book Project**

Navigator Graphics working on doing the typesetting of the manuscript

### **Collections**

- Inventory and collection maintenance projects continue in the adult collection - staff in multiple departments is working towards a more accurate catalog.

### **Children's Department**

- Lego Club has moved to its new Tuesday/Thursday schedule for the summer. A generous donation of two bins of Legos was received from the Sacred Heart Flea Market. This nearly doubles the library's Lego collection! Staff are working on sorting through them.
- Children's Librarian visited West Street School to discuss Summer Reading on 6/4, and Charlton Street School for Career Day on 6/5. Both were great opportunities to connect with children, teachers, and other community members.
- Children's Librarian attended an MLS workshop in West Boylston on 5/27.

- Children’s Librarian visited Eastford Road on 5/26 to promote summer programs, and participated in Reach Out and Read at Charlton Street School.

## **FOJEL**

- The Artful Friends Raffle is well underway, and tickets are available at the Information Desk all month. Winners will be drawn June 25<sup>th</sup> at 7:30 pm. Tickets are available at the desk - \$5 for 25 chances. Proceeds benefit the Friends of the Library. Raffle prizes include gift cards to local businesses, and artwork and crafts by local artists.

## **Grants**

- A series of movement and dance programs funded by the employees of Harvard Pilgrim in conjunction with Early Intervention/ KDC will be offered June 30<sup>th</sup> – July 14<sup>th</sup> from 11 am to 12 noon every Tuesday.

## **Media and Social Media**

*as of today:*

1538 subscribers to the eNewsletter (Constant Contact)

612 “likes” on Facebook

2,211 JEL Website Page Views (May 1 - 31)

## **Meetings/Outreach**

- Adult Services Librarian and Children’s Librarian met with YOU, Inc. staff on 6/2 about programming that will be offered during Project Bread this summer. They plan to be here every Thursday to speak to youth about subjects such as bullying and positive friendships.

## **Memorial Donations**

- Clark University has been in contact to inquire about making a memorial donation Former Trustee and Chairman Jack Lachapelle. Vendor form to be completed to be entered in their accounting system then donation to follow.

## **Programs**

- Betty Sanders presented a program – Going Native: Using Local Trees and Shrubs on Thursday, May 28<sup>th</sup>.

## **Project Bread**

- The program will run from July 6<sup>th</sup> through August 7<sup>th</sup>, Monday through Friday from 11 am to 1 pm. Once again, we are delighted to partner with the Southern Worcester County Educational Collaborative (SWCEC) in this endeavor.

## **Staff**

- The library trustees hosted a reception for Karola Daigle on her last day of work, May 11<sup>th</sup> from 2 pm to 4 pm. Staff is adjusting to working with a reduction in staffing and planning accordingly.

- Audrey Weber has been hired for the 15 h.p.w. Library Aide position in the Children’s Room. Staffing has been adjusted so as to provide support in public service areas at all times.

**Summer Reading**

- Summer Reading preparations continue, kick off will be July 1 for all ages, and will run through August 14
- Reading lists have been received from most schools, and extra copies of assigned books have been ordered. Assigned books will be pulled out of the collection and kept on a designated shelf in the Main Hall for easy access by students.

**Town Council**

Maureen Gullekson attended the meeting to approve the FY16 Budget. As the meeting was re-scheduled I was unable to attend.

**Town Manager**

Town Attorney is working with the Board of Trustees on the Purchase and Sales Agreement and at the acceptable language for the deed restriction, the closings can then be finalized for 10 Wardwell Court and 28 Foster Street.

**Training**

Two sessions offered each day to accommodate staff alternating with desk coverage:

6/23 “Power of Positivity”

6/30 “I Pay Your Salary”

**Bicentennial**

Due to vacation I have not yet selected the historical image and processed the playing card application with the Bicentennial Committee. I plan on doing this next week.

Month of June 2015 Exhibit	Artful Friends – group show Fundraiser for Friends of JEL	During Library Open Hours	Main Hall
Monday 22,29	Pajama Story Time	6:30 p.m. – 7:30 p.m.	Children’s Room
Tuesday 16,23,30	Knitting with Sonya	10:30 a.m. – 12 noon	Reading Room
Tuesday 16	Board of Trustees	12 noon	Mills Room
Tuesday 22,29	Teen Tuesdays	3 p.m. – 4:30 pm	Pioppi Room
Tuesday 16,23,30	Lego Club	3 p.m. – 4:30 p.m.	Craft Room
Wednesday 17,24	Crafty Wednesdays	All Day	Children’s Room
Wednesday 17,24	Super Kids	10:30 a.m. – 11:30 a.m.	Children’s Room
Wednesday 24	Dedication of Felix Gatineau Bas Relief with a Lecture by Dr. Claire Quintal	3 pm – 4 pm	Reading Room
Thursday 18,25	Lego Club	3 p.m. – 4:30 p.m.	Craft Room
Thursday 25	Pride in Southbridge –9 <sup>th</sup> Pride in Southbridge with <i>Speak Out Boston</i>	6:30 p.m. – 7:30 p.m.	Reading Room
Friday 19,26	Toddler Time	10:30 a.m. – 11:30 a.m.	Craft Room

Month of July Exhibit			Main Hall
Monday 6	Book Club:	6:30 pm – 7:30 pm	Reading Room

Monday 6	<i>Ecology of Sound</i> – music presentation #	6:30 pm – 7:30 pm	Children's Room
Monday 13	<i>Creature Teachers</i> – Animal program	6:30 pm - 7:30 pm	Children's Room
Monday 20	Friends of JEL	6 pm	Mills Room
Monday 20	<i>Ed The Wizard</i> – magic and stories#	6:30 pm – 7:30 pm	Children's Room
Monday 27	<i>SuperYou Hero Training</i> with Mike Bent – Science and Magic*	6:30 pm – 7:30 pm	Children's Room
Tuesday 7,14,21,28	Knitting with Sonya	10:30 am – 12:30 pm	Reading Room
Tuesday 7,14,21,28	Teen Tuesday	3 pm – 4 pm	Pioppi Room
Tuesday 7,14,21	<i>Sensational Movement with Gina Iardarola</i> &	3 pm – 4 pm	Children's Room
Tuesday 21	Trustees Meeting	12 noon	Mills Room
Tuesday 28	<i>Soap Making</i> with Sue McGrath/Fernwood	11 am – noon	Pioppi Room
Wednesday 1,8,15,22,29	Crafty Wednesdays	All day – drop in	Children's Room
Wednesday 1,8,15,22,29	Super Kids	10:30 am – 11:30 am	Children's Room
Thursday 2,9,16,23,30	Lego Club	3 pm – 4:30 pm	Craft Room
Thursday 2	Artist Reception – <i>Katherine Smith</i>	6:30 pm – 7:30 pm	Main Hall
Thursday 9	Library Box Office: <i>If you don't I will</i>	6 pm	Pioppi Room
Thursday 9	Ecotarium Animal Program^	11 am – 12 noon	Children's Room
Thursday 16		6:30 pm – 7:30 pm	Reading Room
Thursday 23	Health and Allergy Free Baking with Paula Castner#	6:30 pm – 7:30 pm	Reading Room
Thursday 30	Music	6:30 pm – 7:30 pm	Reading Room
Friday 3,10,17,24,31	Toddler Time	10:30 am	Children's Room
Monday 3	Library Closed in honor of Independence Day		

sponsored by : #Southbridge Cultural Council %Borgatti Fund &Employees of Harvard Pilgrim \* Lego Program Fund  
^ Project Bread