

TRUSTEES MEETING TUESDAY, MARCH 22, 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 and \$2,500 increase has been approved. Electricity is still being discussed as there is the potential for solar credits. Additionally the lighting upgrade should also yield savings. Council of the Whole meeting on the budget on Thursday 3/31.

Building/Capital Projects

- P and P Contracting has come back to check a leak in the roof area around the elevator shaft. Elevator Maintenance Service was in attendance so that the elevator was put out of commission to facilitate an inspection of the shaft and surrounding area. P and P Contracting to return to do some additional repairs in the roof area contiguous to the shaft.
- The building has been reviewed by an energy consultant. Contract has been approved by the Town Council. Work throughout town buildings will commence soon. Waiting to hear when JEL will be scheduled for upgrade.
- A considerable amount of time has been spent on contacting contractors and obtaining information about projects for the Capital requests.
- The second more detailed review of the facilities has been conducted. The following projects have been prioritized and some rule of thumb costing has been provided for the purpose of Capital planning:
 - Engineering for gutter/wall \$20,000
 - Gutter replacement/with roof work only no masonry \$60,000
 - Ceiling Painting \$5 sq ft Approximately \$50,000
 - Engineering retaining wall \$15,000
 - Window repair/weatherization of existing 1914/66 addition (this is what we would do) \$1,500 per window
 - Install floor drains in adult bath (this needs more investigation) \$7,000 per bathroom \$14,000
- Submitted a Capital request of \$150,000 to work on replacement of internal copper gutters and some of the windows in the 1914 and 1966 structures.
- VenMill CD and DVD buffering machine is out of order. Will be sent out for refurbishing if we troubleshooting not successful.

Children's Department

- DCF Manager returned my calls and we discussed appropriate behavior of DCF staff, parent and child visits. Ms Alden suggested that visits be suspended until she can review protocol with her staff and ensure appropriate behavior and safety in the library (and

elsewhere). Thanks to Robin Weber for her assistance and support on this issue both in her role as ViceChair and professional capacity.

- A significant uptick has been observed in attendance at the children's programs.
- Bay Path Vocational High School students and teachers refurbished two chairs for the Children's Room. They make a perfect seating area for our new puppet theater!
- DPW refurbished and upcycled a display board Board. Children are being encouraged to consider this *their* space and to hang their drawing, painting, poetry, stories etc.
- Tracie Scott, Children's Librarian partnering with Recreation Director Steven Roenfeldt to develop a joint program at the library for Bike Month in May. Steven will present a Bike Maintenance program in the Pioppi room on Monday, May 5, from 6:30 – 7:30 pm.
- School Liaisons have been assisting staff with translation of the printed version of the monthly program schedule
- Book order on Social Issues has been placed. This subject area was identified by the West Street School Advisory Committee at one of the meetings staff attended. I am working with children's author Dennis Vanesse to have him present a program in April.
- Book Bundles – a new concept for JEL – is being prepared and will soon be launched.
- Working with CWMARS to implement Age Hold Protection to have books remain for local patrons for a period and not be available for Interlibrary loan request. This change will be reviewed
- Recording attendance in the Children's Room to document busiest times of day with a view to plan staff time effectively.
- Programs being organized for school vacation in addition to the usual offerings. Dennis Vanasse M Ed. and author of *ADHD: Can't Sit Still* book will present on 4/19 and Springfield Symphony will present *Musical Petting Zoo* on 4/22. The latter funded by a grant from the Borgatti Fund at Greater Worcester Community Foundation.

Collections

- Staff is working on the Fantasy collection as part of the inventory
- Fantasy and Wii games inventory complete. Mystery inventory in process.
- Two new periodical subscriptions added for *Flight Training Magazine* and *Ad Astra*: the magazine of the National Space Society. These titles were selected in consultation with the flight training school.

Donations

- Donation of passes from Old Sturbridge Village.
- Gereen Alaire gave a \$30 gift certificate from Francesco's Bakery for Summer Reading prizes
- Donation of World War II book by Brenda Letourneau and Karen Caouette – a biography on their father.

FOJEL

- Meeting on March 14th

- The Friends of Jacob Edwards Library will be conducting the annual booksale on Thursday, March 24 from 2 pm through Saturday, March 26th at 12 noon.
- Annual meeting will be held Monday April 25th at 6 pm in the Reading Room, followed by a jazz concert with JoyCo.
- Donated some materials in Spanish to Harrington Hospital as a result of a request received.

Grants

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

- Successful program for seniors being offered by Tri Valley as part of the CDBG program that the library, YMCA and Council on Aging are partnering in. This current program is full but a new series will be considered if there are enough on the waiting list. A new series on Mindfulness, presented by Janet Fontana, will start in mid April as part of the same grant.

Literacy Volunteers

- Participated in the By Law Sub Committee meeting 3/17

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. However, depending on staffing this date may have to be reviewed.

Media and Social Media

as of today:

1,538	subscribers to the eNewsletter	(Constant Contact)
732	"likes" on Facebook	
2,436	JEL Website Sessions	(February 1, 2016 – February 29, 2016)

- Article on *Speak Out Boston* a program
- Article on the reception for 12th Annual Women’s Art and Craft Show 3/3

Meetings

- Met with Garland Company, building envelope solutions to develop some proposals on the building.

Outreach

- Attended the Library Legislative Breakfast at Whitinsville Social Library and later in the week participated in the annual Library Legislative day at the State House.

Programs

- Coloring for Grown-Ups is becoming very popular. Thanks to the article by Olivia Richman in the *Southbridge Evening News* as many attendees cited that as their source of information.
- Ashley Kenney, Adult Services Librarian has coordinated with YOU Inc about upcoming events. They assisted us in promoting the LGBTQ program this week.
- *Speak Out Boston* a program funded by the CHNA5 was well attended and a lively Q and A followed the program.
- The annual Women's Hand Work show is installed. The variety of media and the talent that exists within a 20 mile radius of Southbridge is remarkable. The library is pleased to provide a space to promote the amazing talent of the exhibitors. The reception is on Thursday, March 3 at 6:30 pm and the show runs through the month.
- The Last Green Valley has a display in the main hall for the next month or two.
- George Allen of AeroVenture Institute is the speaker at this month's Krosslink meeting on Thursday, March 3, at 6 pm in the Pioppi Room.
- The 12th Annual Women's Art & Craft Show is now on display throughout the month of March, celebrating Women's History Month. 27 area artists contributed pieces in a variety of media.

- FORTHCOMING PROGRAMS:

Dr. Manisha Sinha, Professor and Graduate Program Director W.E.B. Du Bois Department of Afro-American Studies and History, UMass will present a program and book signing on her book **The Slave's Cause on March 24th at 6:30 pm**. The book is receiving critical acclaim in the New York Times, Boston Globe, Wall Street Journal and this week the author was interviewed on NPR's Diane Rehm's radio show.

Thomas Daly of the Norman Rockwell Museum will present a program on the Rockwell's work with particular reference to the advertising done for companies such as the American Optical. The program will take place on **Thursday, March 31st at 6:30 pm**.

Research

Safety and Security

- 2/23/16- Agitated patron stomping and growling through the CD collection
- 2/24/16- Male patron in Reference area , unsteady , swaying back and forth, displaying unusual behavior-suspect drug use
- 3/2/16- Bailey's nip bottle found in SF/Fantasy
- 3/15/16-Male DCF worker supervising a visit seen dragging a child out by the arm
- 3/15-3/17 and 3/21-Police officer has been patrolling and checking in with staff at library. According to the Police Chief, officers will be patrolling more frequently now that the staffing has marginally increased and the weather is improved.

Schools

- Set up an area on the official notice board for the Receiver's weekly report. Material will be archived.
- Receiver has been announced and we look forward to working cooperatively with the school district.

Staff

- Waiting for the results of the job classification study by HRS consultants. A significant amount of re-writing had to be done on the interim job descriptions to have them reflect the current job practices.
- Library Circulation Assistant injured during her shift and was out for 2 work days.
- Audrey Weber, Library Aid has resigned. Her last day of work is April 5th.
- Library Aid position has been advertised.

Technology

- Upgrading of the closed circuit TV system and adding some additional cameras is being reviewed. I have reviewed grant opportunities but have not found a funding source and will be looking to use State Aid to fund the upgrade.
- Need some IT work done and in discussion with C/WMARS in this respect.

Training

- Adult Services Librarian and Director participated in the MIIA Managing Millennials webinar
- Library Director participated in ICMA Coaching webinar at Town Hall

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 65 hours each during the year.

WRTA/CMRPC

- There is a grant of just over \$3,000 for Southbridge and the library will have a bike rack and Fit-It Station installed on the Main Street side of the building which will contribute to a more recreational-friendly community and hopefully in time for Bike Month which is celebrated in May.

Bicentennial

- Congratulations to the members of the Bicentennial Committee on the beautiful quilt that was unveiled last evening at Town Council. It is a significant contribution to the community to honor the celebratory year.
- JEL hosting a reception on Monday April 11th at 6 pm where a map will be presented by Bridgewater State University faculty and students to the Town of Southbridge in honor of the bicentennial. The university has been doing this project for all towns throughout the commonwealth that are celebrating significant historical dates.
- Working with Dick Whitney and the committee on researching some historical events to include in the book that is anticipated to be published in October 2016.
- Advertisement has been paid for in the book. Working on creating the verbiage/graphics .

