

# TRUSTEES MEETING      TUESDAY, MARCH 27, 2018

## REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

### Buildings

- After the significant rainstorm, there were some leaks on the YA window and on the Mezzanine floor and also in the attic as well. 3/2
- Met with DPW Director, Deputy DPW Director and MPC representatives to discuss the HVAC contract 2/27.

### Capital Budget

- Budget requests have been submitted and discussed with DPW Director and Town Manager. The Education and Human Services review of the budget will be Thursday, April 1, 2018.

### Children's Room

- Snow/Ice was an issue for some programs this week. The "Tooth Fairy" program was canceled on 3/3/18 and rescheduled for 4/7/18.

Event	2/28	3/2	3/3	3/5	3/6	3/7	3/9	3/10	3/12	Totals
Coding Monday				6					3	9
Construction Crew			18		6			8		32
Crafty Weds	8					6				14
Weds Story Time	18					12				30
Tinkering Thursday										
Friday Story Time		17					31			48
Dr.Suess' Birthday		24								24

### Collection Development

- Chapter books in the Children's Room are being reviewed as part of the inventory and collection assessment.
- Lots of compliments recently to the staff on the creativity of the displays promoting the collections.

### Digitization

- Three maps from the 1898 L J Richard Maps of Worcester County have been sent to Boston Public Library for digitizing. Links will be added to the Southbridge history page on the JEL website. On return, the maps will be framed.
- The library has done some local digitizing of the Cohasse Country Club archival photos in advance of the club's centennial celebration during the summer. Digital copies of the photographs of Veterans and Service Personnel have also been scanned. The digital images are posted on the Library's Flickr page.

### Friends of JEL

- Forwarding some of the book donations to *Better World Books* to keep the inventory attractive and manageable.
- New style of book bags on sale for \$5 and are very popular.

- Book Sale March 22-24, yielded \$788.10 (2017=\$501 and 2016=\$630.50)
- Membership renewal time. The numbers have decreased over the past year so a great effort is being made to promote the organization.

#### Grants

- Informed by the Southbridge Cultural Council that 11 programs hosted at the library will be funded by an LCC grant, amounting to a total of \$4,980.

#### Media

- Significant coverage being received from Southbridge Evening News, Citizen Chronicle and SCTV, assisting in promoting the library and our programs to a wider audience.

#### Meetings

- I met with HVAC/MPC, DPW Director and Engineer to discuss the service and set some protocols 2/27.
- Circulation Supervisor attended the Circulation Round Table Meeting at CW/MARS. 2/28
- Participated in the Annual Legislative Day at the State House. 3/6
- Arranged for Christine Tieri of *The Ideas Agency* to address the next trustees meeting 3/27, on promotion and marketing opportunities that the library could consider.

#### Policy

- Meeting Room policy (on serving food) under discussion.

#### Programs

- The annual Women's Handcraft show opened 3/1 and the reception was held that evening. It is amazing to see the wealth of talent and diverse output from artists in our community. The library is pleased host these wonderful programs.
- Novelist and federal judge Michael Ponsor presented a program on his latest book *The One-Eyed Judge* on 3/22.
- Dr. Beth O'Leary Annish presented *Deathbed Scenes as Death of Community in Mid-20th Century Irish-American Fiction* on 3/15 as our tribute to St. Patrick's Day celebrations.
- *The Secret Diary of Hendrik Groen: 83 1/4 years Old* by Hendrik Groen was the choice for the monthly book club 3/5.

#### Safety and Security

- There was a fatal stabbing in Winchendon at the Public Library. Concerns for the safety of patrons and staff was raised at the Department meeting and the Trustees meeting 2/27.
- Police Chief Woodson has arranged a half-day training for staff with Sgt. Fahy who is on the regional SWAT team. Training will be Wednesday, April 11, from 9 am to 1 pm.
- American Alarm Co. was here and replaced the camera on the Mezzanine floor above the stairs. 3/6. Follow up visit from company to discuss the installation.
- Police were called by staff to check on a patron 3/6.
- Requested Police Department assistance on many occasions this past month including on 3/22 and twice on 3/26. The security cameras have made a significant contribution to maintaining safety in the building.

### Training

- Participated in a webinar *Deep Dive: Workplace Disruptors*, offered through MIIA at no cost to the town 3/14

### Closing

- Library had 2 hour delay due to weather 3/8
- Library closed 3/13 due to Nor'easter.
- Library will be closed to facilitate the safety training 4/11