

TRUSTEES MEETING TUESDAY, NOVEMBER 28, 2017

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

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. DPW is working on preparing the documents for the bidding process.
 - The leak in the area adjacent to the Information Desk. Source of leak being investigated.
- Building Evolution provided an interim report on a Retro-Commissioning (RCx) study of select HVAC systems. Shared with DPW. This study is provided at no charge to the Town by former library trustee Wesley Stanhope.
- MPC here to do the preventative maintenance work 11/21 and 11/28.
- No heat in Director’s Office. MPC has parts on order.
- Leak in the bubbler on lower level. Working to resolve.
- Tree trimming contract awarded. Work to be scheduled soon. Liaised with both abutters to obtain permission to have trees trimmed that are overhanging the parking lot. Permission obtained.
- Elevator inspection application submitted to state.
- Service call made to have interior automatic door repaired 11/27. Technician will be here 11/29.

Children’s Room

- Working on picture book collection at letter “O” and shifting in entire collection is completed
- Gingerbread Houses started 11/27, and two more sessions on 28th and 12/2. All slots filled – 75. Sponsored by the Friends of JEL.
- Hosted display at the Eastford Road School parent/community event 11/7.
- *Make-A-Difference* day had 12 participants
- *New Hope Monday Night Anti Bullying* Program had 10 participants on 11/6
- Author Mike Lewis presented a fantastic program based on his book *The Great Thanksgiving Food Fight*, on Saturday 11th to an engaged audience (32 participants). Many new families in attendance.

Program	Monday Story Time	Hora de Cuentos/ Spanish Story Time 1 x month	Crafty Wednesday and Pre-K Story time	Friday Story Time	Saturday Lego
# of Participants	0	7	24	22	27

Collection Development

- The Children's Room continues to work on an inventory of the collections, as time permits.

Food for Fines

- Patrons appreciate the opportunity to "pay" their fines by donating to our annual *Food For Fines* drive. Catholic Charities is the beneficiary this year and we alternate with The Food Pantry. The first pick up has yielded four boxes of food that were very much appreciated.

Friends of JEL

- The annual holiday book sale is underway! Lots of great bargains! This is one of a few limited opportunities that the Friends organization has for fundraising in support of programs.
- FOJEL has generously funded the *Gingerbread House Making* workshops. Staff is preparing for this very popular annual event. This is the only program that requires preregistration.

Grants/Donations

- Received a grant from the Olive I. and Anthony A. Borgatti Jr. Donor Advised Fund of the Greater Worcester Community Foundation for \$1,500.
- Applied for a grant to install additional security cameras to provide wider coverage of the building, to MIIA.
- Metal bench donated by Cynthia Neill 11/27.

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.
- SCTV has processed and uploaded some new programs recorded by library staff on YouTube.

Meetings

- Attended the meeting with MA Rehabilitation Commission to learn about summer internships that are offered, as well as longer term employees. The Town Manager, Recreation Director and DPW Director were also in attendance. 11/9.
- Meeting with Dr. MaryKate McMaster to arrange for her *Creative Writing* students at QCC to present a program in December at JEL 11/20.

Programs

- Art reception for Leslie Tracy was held on Thursday, 11/2. Her work will be on display all month in the Main Hall.

- The program '*The Italian Immigrant Experience*' with Dr. Teresa Fava Thomas was a success. We had a great turnout for her talk (about 45 attendees), which was recorded for Southbridge Cable TV.
- Book club title was "*A Tree Grows In Brooklyn*"
- *The ABCs of Opera* presented by *Greater Worcester Opera* on Thursday, 11/16 attracted a great crowd and was very successful. Thanks to FOJEL for sponsoring this program! Recorded for SCTV, and will be available on YouTube in the near future.
- *New Hope* presented a series of two programs for teens, one on bullying and another on dating and red flags for dating violence. The *Bullying* program was scheduled on Tuesday, 11/14, but unfortunately we had no attendees. *Teen Dating* program 11/21 had 5 participants.
- The Tuesday Knitting group has started a Hat Gloves Scarf Drive and the tree is laden with their handcrafted bounty.

Safety and Security

- During the month we have had a quite a few walk-throughs from the Police Officers. We appreciate the opportunity to get to know the officers and have them create a presence in the building.
- Requested assistance from PD 10/31
- Patron called EMTs for assistance 11/4
- Staff became aware of two incidents one in the Reading Room. The other on the lower level hallway. The mentor was advised and the mentee was asked to leave the building. 11/6
- Unattended child in the Children's Room at 5 pm, on 11/14. Mother was 30 minutes away and not contactable by phone, (no minutes), only text. The mother was unable to have child picked up. A staff member drove child home. The established procedure at JEL is to wait a few minutes, try contacting the parent in the meantime, and call the police station for parent to pick up from there. This procedure will be invoked in future due to potential liability.
- Complaint from parent 11/16 when her daughter was advised the previous evening that she had a limited opportunity to use the JEL phone to make calls to people to get a ride home. The student was allowed use the phone and did obtain a ride.
- Patron with lost items was refused computer access, as per library policy and was verbally abusive to staff as a consequence.

School Department

- Director attended the *Puente/Dual Language* Advisory Committee meeting 11/14 at Eastford Road School
- Staff set up display at Eastford Road School for community evening
- West St School distributing library card application forms. Forty applications are on their way to JEL.
- Issued 80 new cards to students in Charlton Street School

Tax Abatement Personnel

- All participants have completed the program – 65 hours.
- A request came from parents of students in the *Puente*/Dual Language program to provide Spanish Language classes. We are in discussion with the various departments that are responsible for the Tax Abatement program.

Tax Forms

- An order for tax forms and booklets has been placed under the TFOP. The program will follow the same format as last year - forms and booklets for 1040, 1040A, and 1040EZ will be provided. For any schedules or supplemental forms, the IRS instructs us to direct patrons to the IRS.gov website to print them out.

Technology

- Continuing to experience some issues with the automatic Windows update OS10. Working on finding a solution. In the meantime, the Adult Services Librarian has to facilitate manually. Until C/WMARS can find a solution, we will need to continue in this way. Hoping for a resolution soon.

Training

- Director participated in the MIIA webinar “Substance Abuse in the Workplace” 11/2.
- Director and Adult Services Librarian attended the Annual MA Library System conference at College of the Holy Cross
- Four staff attended the regional training/unconference at Joshua Hyde Library, Sturbridge 11/15.