

TRUSTEES MEETING TUESDAY, NOVEMBER 27, 2018

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Budget

- Town Council approved the request 11/5, to reallocate FY2019 account #1.610.5240 Library Repair and Maintenance of Equipment to properly categorize expenses to account 1.610.5343 Repair and Maintenance Buildings and Grounds, account 1.610.5460 Building and Grounds Materials, account 1.610.5580 Miscellaneous Materials and Supplies and account 1.610.5450 Library Janitorial Supplies.

Building

- The community groups responsible for the holiday ornaments and greens have made the downtown look very festive.
- A Quality Extinguishers checked devices throughout the building 10/16.
- MPC conducted the biannual preventative maintenance on the HVAC system. No issues found 10/29
- Elevator needed to be re-set 11/5, after power outage over the weekend.
- Wel-Design inspected the fire alarm/smoke detection system 11/16. Passed.
- Graffiti in the bathroom. Removed by custodian 11/20.
- Water Department conducted a check on the backflow prevention device. Passed 11/5
- Monitoring the interior power door as malfunction was reported. Possible operator error.

Children's Room

Event	Story Time	Crafty Wednesday	Construction Crew	Tinkering	STEM	Halloween	Native Americans	TOTAL
10/24-11-6	77	51	29	4	4	31	16	212

Event	Story Time	Crafty Wednesday	Constriction Crew	Tinkering	Harry Potter	TOTAL
11/7-11/20	55	30	38	4	7	134

- All Gingerbread House sessions are booked! The program is sponsored by the Friends of JEL.
- Décor changing from Thanksgiving to Winter theme.
- Inventory is now focused on the Children's NonFiction section.

Donation

- Bill Barnsley has completed research on the Sturbridge Old Burial Ground and has presented the library with a copy of his book and a map.

Food For Fines

- Patrons appreciated the opportunity to donate to the annual food drive. St. John Paul II Food Pantry is the beneficiary this year and alternates with the Food Share.

Friends of JEL

- Gifted a gorgeous wreath and roping from the Southbridge Garden Club to decorate the main hall.

Grants

- Requested partnership with Lions Club to have EnChroma - colorblindness correction glasses available for patrons to try.

Media

- Interview with Max on the forthcoming programs
- Dr. Elizabeth Blood's presentation *Southbridge 100 Years Ago* and Dale Monette's Year of the Bird presentation are now available on Southbridge TV YouTube.

Meetings

- Attended the annual meeting of the Massachusetts Library System at College of the Holy Cross 11/5
- Attended the farewell event at Pearl Crawford Library for director Karen Wall 11/5

Meetings

- Attended Area Library Directors meeting at Sturbridge Town Hall 10/29.
- Two staff attended the introduction to MUNIS meeting 10/30
- Circulation Supervisor attended the annual meeting of the C/WMARS network 11/1.
- Attended the annual conference of the MA Library System at College of the Holy Cross 11/5.

Outreach

- The annual *Food For Fines* program is off to a great start with patrons donating food for St. John Paul II food pantry (alternates with Catholic Charities).
- The library has a donation bin for the Toys Drive organized by Cops N Kids and Lions Club. Generous donations coming in from the community.

Programs

- Giving Thanks display promoting seasonal materials and honoring the holiday. A library has been in touch requesting permission to use our photo of the display as their banner!
- Rob Goff of Agawam Paranormal visited the library on 10/19 to give a presentation titled "Ghostology 101." He drew a great crowd, and has presented at several other area libraries to good reviews.
- Jen Santoro, doctoral candidate at UVM, Danelle Laflower, and John Scanlon of MA Wildlife presented a program about the impact of the 2011 tornado on the region's natural resources on 10/25. This program was recorded for SCTV.
- November's featured artist is FOGGer. His exhibit uniquely involves black lights and 3D glasses to view the artwork differently.
- Screened *Greater Southbridge* on Thursday, 11/8 as part of the Library Box Office series, due to popular demand and the unavailability of the film. Permission to screen was obtained from Rod Murphy, producer.

- Jennie Xie has unfortunately had to cancel Self-Care Massage 11/15. Cancellation notification will hopefully reach all who were planning to attend. Notifications were posted to avoid disappointment.
- Staff is preparing another upcycled interior seasonal display.

Safety and Security

- Officers walk through often and check in with the staff.
- Police called to assist with some teenagers who were causing disturbances and two young patrons reported being approached in a threatening manner by the teens 11/2.

Technology

- Routine service for the ScanPro microfilm machine was requested, and completed on 10/22.

Training

- Attended two presentations at Worcester Public Library *Fostering Civic Engagement and Immigrant Communities* 11/8
- Adult Services Librarian participated in the webinar "Legal Reference and Beyond for Public Librarians" on Thursday, 11/8
- Children's Librarian completed the *Basic Library Techniques* course on administration at the MLS in Northampton 11/13.