

TRUSTEES MEETING

TUESDAY, SEPTEMBER 27, 2011

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Technology

There was an upgrade to the WiFi equipment at the network and we were without service for 2.5 hours in late June. C/WMARS, our network contacted us in regard to a copyright infringement they were notified of. The incident happened during the Labor Day weekend when the library was closed and related to WiFi use. I provided the network with a copy of our policy which appears as a pop up and needs to be accepted by every user prior to access to the WiFi system.

Mango language learning online is now available. It makes a timely offering to pair with the basic Italian conversation class.

The C/WMARS network has informed us that the migration to the Evergreen (open source) integrated library system has been postponed until December or possibly January. Staff has already attended some training sessions and webinars will be organized for refresher courses. Upgrades have been done to the computers on a few occasions..

FEMA

The FEMA Disaster Recovery Center began to offer services to the community, operating from the Pioppi Room, since June 20. The hours initially were 8 a.m. to 7 p.m. Monday through Sunday (Library was open to DRC staff at 7:30 a.m.) and were reduced in response to the demand. Congressman Richard Neal visited the DRC and stopped by to talk with library staff as well. The service will transition to a Disaster Loan and Outreach Center (DLOC) on Monday, July 18 and will have 9 a.m. to 5 p.m. service Monday through Friday. FEMA/SBA Disaster Loan Outreach Center closed on July 28.

Building

Joan Menard, chairwoman of the Board of Trustees, Town Manager Christopher Clark and DPW Director Tom Daley and I met with USDA agent James Lavin, to discuss possible grant funding for the ceiling repair and other projects. Frank Petrulli, Construction Analyst, USDA toured the facility to conduct an assessment on the ceiling and other construction projects with a view to a future application for funding through the USDA.

DPW repaired one of the large Main Street windows to enable full functionality Gutters have also been cleaned.

The HVAC contract has been awarded to a new contractor - MPC and the air condition has been repaired at a significant cost. MPC has completed all contracted repair and upgrade work on the HVAC system. There were some other projects to be looked at and a report will follow. There were some issues noted with the elevator by the state inspector when the annual inspection was conducted. The contract quotation was already approved and waiting to schedule the repair. The part is on order and the elevator is operational in the meantime.

Some leaks have been found as a result of the heavy rain from the tropical storm. One of the smoke detectors is one of the sites affected and a service call will be needed, once the leak has been repaired. A section of masonry has been loosened on the brick wall – which was part of a quotation I had obtained from Alan DiPietro Masonry, August 2010. This is an obvious safety concern and the DPW has had to remove the loose brickwork. Contacted Economic Development Department to ascertain if the sidewalk repairs can be grant-funded. DPW partially repaired the sidewalk at the handicapped entrance.

Jamie has been on sick leave since July 18 and the DPW provides limited janitorial service daily

Summer Reading

Summer reading kicked off on Thursday, June 24 with an Ice Cream Social, sponsored by the Friends of the JEL. The first year of participating in a nation-wide summer reading went well and facilitated increased connectivity and promotion. As in previous years, the library worked with the school department to provide copies of the required school summer reading list. Forging this cooperation between departments, allows us to provide an improved service to the community. We look forward to an ongoing rapport. The library endeavors to provide multiple copies of the recommended reading materials either from its own collection or through the interlibrary loan system.

	Children	Teens	Adults
Number of participants	162	22	78
Number of online registrations	7	2	15
Number of performances	17	9	28
Total Attendance at programs	807	80	381

Library Programs

The 6th Annual Artful Friends fundraiser was deemed a success - all the items were donated and many tickets were sold! Pride in Southbridge lecture was funded by a grant from the CHNA5. Joan Menard presented a basis-level class on Excel. This is the first time the library has offered training in software application and we hope to offer other classes in the future. Most programs presented during the summer reading season were sponsored by grants from the Southbridge Cultural Council. Over sixty kids attended the Debbie O'Carroll's *Small World of Magic* show which received a lot of coverage in the Southbridge Evening News and helped promote the summer programming. Jay Mankita *Songs for a Living Planet*, sponsored by the Southbridge Cultural Council had an audience of 72 people. The concert was held outdoors as it was such a beautiful day. A table-top jig saw puzzle has now been added to the in-library activities and has already attracted had some patrons to sit and fit some of the pieces. This makes a nice pairing with the chess sets we have set up. Children's fall programming is up and running -story hour on Tuesdays, crafts on Wednesdays, theatre on Thursdays and the bilingual story hour on some Fridays.

The media continues to provide strong support for our programming and to help promote the message in the community.

Project Bread

For the first time, JEL participated in Project Bread, the summer food service. This is an ideal community outreach opportunity for the library. Vincent Chenevert, our former custodian has volunteered to staff the service this week with one of the tax abatement personnel. The next week, when the students are back from vacation, the Southern Worcester County Educational Collaborative took over the service. During the semester, the Collaborative works in the stacks, assisting the Circulation Supervisor, for two days each week.

The summer food service is a popular with the kids and we averaged 26 meals daily, with a total of 735 meals served. The federally funded Project Bread grant \$2,000 has been closed out and report submitted.

Service

Saturday hours resumed on September 10th. JEL is open 9 a.m. to 1 p.m. I met with the Town Manager to review hours of operation, at the request of the Trustees. The library archive attracts researchers from a wide geographic area, for example a genealogy team visited from Montreal and spent two days browsing sections of the collection. Tropical storm Irene caused a power outage and a new group of patrons emerged this week at the library, when

members of the business community availed of the WiFi connection, while they waited for their own service to be restored – business people from Brimfield to Woodstock.

Staff

Attended the clerical/library negotiations. Candidates for the children's librarian position are being invited to interview. There is an opening for a page, since Kellsie Mongeon resigned to go to college. Since school has started, teens are taking a lot of staff's attention with elevated noise levels and rough-housing. Issues continue with the teens and their inappropriate behavior, both inside and outside the building. I have spoken with the Police Chief to request a walk through after school.

Meetings

Area library directors continue to meet on a monthly basis to discuss areas of mutual interest. The town council met in the Pioppi Room on two occasions in August and the meeting was broadcast live from the Pioppi Room. School Department Director of Instruction and Assessment came by to discuss the Kindergarten Parent Camp and to partner with the library on this initiative. The library is one of the drop-off points for the Kindergarten Parent Camp applications and we have a large board promoting the event. School department continue to have meetings and trainings in the Pioppi Room. I have been appointed to the executive board of the Digital Commonwealth – the state-wide digital library. I attended many meetings including the Parent Support Network, Friends of JEL, Literacy Volunteers, and Digital Commonwealth.

Outreach

I attended the Harrington Hospital Art Reception. Attended Parent Support Network quarterly meeting to plan events through 2012. Members of the Board of Trustees staffed the library booth at the community Meet and Greet. I met with a representative from Project Grow to discuss providing instruction and library orientation to the students. The Chairwoman of the board and I attended the ASPIRA award ceremony where I received the Friend of ASPIRA award.

Training

I attended a day-long training on customer service at Merrimack College. Some staff attended three of the training series offered by the network C/WMARS.

State Aid

Annual Report Information Study (ARIS) was submitted to the Massachusetts Board of Library Commissioners. Notification has been received that state aid will be paid in two payments again, like last year. The financial report is due October 14.

Safety

A car parked in the parking lot was hit by an unidentified driver and the police were called to file a report. One of the staff had her pocket book stolen.

Thursday 29, 6, 13, 20, 27	Beginners Italian Conversation with Andrea Caluori-Ramos~	6:30 p.m. – 7:10 p.m.	Mills Room
Monday 3, 10, 17, 24, 31	Inkwell Imaginings	6 p.m. – 7:30 p.m.	Mills Room
Monday 3, 10, 17, 24, 31	Teen Center	4:00 p.m. – 5:30 p.m.	Pioppi Room
Tuesday 27, 4, 11, 18, 25	Knitting with Sonya~	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 27, 4, 11, 18, 25	Anime for Teens	3:10 p.m. – 4:30 p.m.	Periodicals Room
Thursday 29	Liberty Air Force “Trio Winds” Chamber Ensemble – will be broadcast LIVE!	6:30 p.m. – 7:30 p.m.	Reading Room
Monday, 3	Mystery Book Club: <i>Midnight in the Garden of Good and Evil</i>	6:30 p.m. – 7:30 p.m.	Reading Room
Monday, 17	Friends of JEL	6 p.m.	Mills Room
Tuesday 18	Board of Trustees	12 noon	Mills Room

~Sponsored by Friends of JEL