

## **TRUSTEES MEETING**

**TUESDAY, DECEMBER 18, 2012**

### **REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**

#### ***Technology***

Preparing for an upgrade in the Evergreen ILS system – Version 2.3.2. The cutover takes place on December 18<sup>th</sup> after business hours. There was no internet service 11/14 until 4 p.m. when Charter replaced the modem and service resumed.

#### ***Building***

Decorations throughout the library are being changed to the Winter Holiday theme. Some of the Gingerbread Houses are on display in the main hall and convey a sense of festivity. Once again, the community has also provided some decorations along Main Street - live greens have been planted by the Physical Improvements Committee of the Downtown Partnership in the urns and wreaths provided by the Garden Club and the Friends of JEL. The montage by Rudi DiGregorio makes for festive cheer on Main Street, an initiative of Future of Southbridge. Darlene Kulueza presented us with a Topiary from the class she conducted on Saturday at JEL, funded by the Southbridge Cultural Council.

The annual fire alarm test was conducted.

#### ***Grants***

The library was awarded \$1,000 by the LEGO Children's Fund for use in programming or services. The Southbridge Savings Bank presented a check for \$715.02 for the purchase of a complete set of LEGO. Bob McMaster presented the library with the total proceeds from his book sales – just over \$100. The library was certified for State Aid FY13. \$20,690.94 is estimated to be the amount. The last payment will be sent in the last quarter of FY2013.

#### ***Media***

Cable Access TV staff filmed a tour of the Jacob Edwards Library, to be broadcast at a future date. Good coverage was received from the Southbridge Evening News on the LEGO donation when they were delivered.

#### ***Staffing***

Children's Librarian, Kimberly Usselman has finished her Masters in Library and Information Science degree. Staff is very proud of Kim's achievement and we had cake to celebrate! Staff have reviewed the Homeland Security *Run, Hide, Fight* video. I have asked for training from the town's Emergency Management team to suggest strategies that staff can adopt in violent situations.

#### ***Volunteers***

All five tax abatement personnel have completed the required 80 hours service. The new application period will open this week and we are hoping to have the same volunteers return.

#### ***Children's Department***

The gingerbread house workshops had more than 80 participants and have had a huge impact on the community each year. An additional session was added due to demand. Thanks, as always, to the generous funding by the Friends of JEL.

### **Outreach**

In honor of our colleague Corinna Tiberii, the staff has submitted a Giving Tree in this year's Festival Of Giving Trees. The staff expresses its gratitude to the board for the support provided for the Giving Tree

### **Programs**

The annual holiday concert with Michael Caprera and Hunter Foote was sponsored by the Southbridge Cultural Council. The event was well attended and covered in the media. Author Erin Thorne visited on Thursday, 11/29 to read from her book *Deals Diabolical*. Her visit was taped by Southbridge Cable Access TV to air at a later date, and coverage was also received in the *Southbridge Evening News*. The Mystery Book Club has decided to begin branching out into other genres, and will discuss *The Flight of Gemma Hardy* by Margot Livesey, a piece of historical fiction, in January.

### **Training**

Four staff participated in the MIAA Library training: *This isn't Middle School! : Maintaining professionalism when in conflict with co-workers*.

### **WRTA**

The chairwoman of the Board of Trustees and I met with two of the consultants of the WRTA to discuss signage for the bus schedule and other related matters. An effective and mutually beneficial plan is being developed where grant-funding will be identified to defray some of the expense. The plan is to have a bus stop on Main Street in close proximity to the JEL, where impact on parking spaces is minimized.

### **Meetings**

I attended Literacy Volunteers and the Digital Commonwealth board meetings and the Parents Support Network quarterly meeting. Some staff, trustees and friends of the library participated in the 12/12/12 Master Plan event.

### **Closings**

Monday 24 – half day 1 p.m.

Tuesday 25 – all day

Monday 31 – 5 p.m.

DECEMBER	Gingerbread Houses Exhibit		Main Hall
Monday 17	<i>Inkwell Imaginings</i>	6 p.m. – 7:30 p.m.	Mills Room
Monday 17	<i>Pajama Story Time</i>	6:30 p.m. – 7:30 p.m.	Children's Room
Monday 17	<i>Gingerbread House Making</i> -registration required-	5:30-6:30pm	Children's Room
Tuesday 18	<i>Knitting With Sonya</i>	10:30 a.m. – 12:30 a.m.	Reading Room
Tuesday 18	<i>Anime Club for Teens</i>	3:10 p.m. – 4:30 p.m.	Pioppi Room
Wednesday 19,	<i>Super Kids-</i> stories and songs for preschoolers	10:30 a.m.	Children's Room

Wednesday 19, 26	<i>Crafty Wednesdays</i>	All Day – drop in	Children's Room
Thursday 20, 27	<i>Lego Club</i>	3 p.m. – 4:30 p.m.	Craft Room
Thursday 27	<i>Recycled Craft</i> with Kim Grant Recycling Coordinator	1:30 – 2:30 p.m.	Children's Room
Friday 14, 21	<i>Baby Time</i> – specialized play	10:30 a.m.	Children's Room
Saturday 15	<i>Topiary Workshop*</i> <i>-registration required-</i>	10 a.m.	Pioppi Room
Monday 24 – half day 1 p.m. Tuesday 25 – all day	<i>Closed – Christmas</i>		

\*Funded by Southbridge Cultural Council, all other programs funded by the Friends of JEL