

## **TRUSTEES MEETING**

**TUESDAY, JANUARY 17, 2012**

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

#### **Technology**

During the past week there have been many technology issues and some of the computers are not functioning. The Scan Pro 2000 microfilm machine is on order and a Dell OptiPlex 790 to provide a fully functioning digital interface.

#### **Building**

Following the energy audit, there are four light fixtures that need the ballasts replaced. This is covered by warranty but required a significant amount of correspondence.

#### **Policies**

Review the Internet Use policy

#### **Library Programs**

The annual holiday concert and ornament decoration-making was fun and a good start to the celebrations. The Friends of JEL conducted a book sale, starting the day of the concert and continued for the week – a nice opportunity for booklovers to stock up for the holidays. During vacation week, there were many popular programs presented at JEL, including one by the Recycling Coordinator. The programs were well attended. The media has broadened its reach and is not giving as much coverage to the JEL programs but we continue to promote through the social media, as well.

A new series of programs has been added on Fridays entitled *Moove and Groove* – a movement program for toddlers, offered by occupational therapist Leena Vaidya. Co-incidentally, the Kennedy Donovan Center has been in touch to offer a similar program with a focus on physical therapy for the same age group, on Wednesdays at JEL that will also be open to non-KDC clients. The latter will commence in February.

#### **Outreach**

The library was one of the local drop-off points for *Toys for Tots* and there was a generous outpouring from the community. I attended the ASPIRA education fundraiser on Saturday night at Salle Notre Dame.

#### **Digitization**

Ashley and I are preparing the High School Yearbooks for the digitizing project, at the Boston Public Library. We are attempting to obtain loans of issues that are missing from the collection.

## Staff

During the first week of the year, there were a lot of sick time taken – between January 3 – January 6, a total of 54 hours were recorded. Kimberly Usselman has joined the staff in the position of Children's Librarian. Much of my time in the past couple of weeks has been spent conducting an orientation with Kim to the library and the community. The Children's Room staff has also assisted. I believe this is the first time since my appointment in August 2008, that we have operated with a full staff.

## Meetings

I met with area library directors for our monthly meeting. Children's Librarian attended the Parent Support Network.

## Library Legislative Breakfast

Planning is ongoing and I am working on a budget for the refreshments.

## Bequests

The check received from the estate of Daniel Bousquet has been returned as the account has been closed so I have opened correspondence with the VT lawfirm of Kolvoord, Overton & Wilson.

A donation in memory of former Trustee Marcelle Vanvooren was received from the family.

## Sort-To-Light Project

The staff has just commenced a retrospective bar coding project which will take many months to complete as a large portion of the collection is in the target area. The move towards hand held scanning devices, whereby all barcodes now need to be on the top left corner of each item, has necessitated this change. A thorough weeding is being done of the collection at the same time. I believe there is potential, at some future date, to conduct an inventory.

January During library open hours	Tony Caiani handcarved wooden ornaments	Reception 1/5 at 6:30 p.m. – 7:30 p.m.	Main Hall
During library open hours	Madeleine Proulx vintage calendars from Southbridge businesses		Main Hall
Tuesday 17, 24, 31	Knitting With Sonya	10:30 a.m. – 12:30 a.m.	Reading Room
Tuesday 17, 24, 31	Anime Club for Teens	3:10 p.m. – 4:30 p.m.	Pioppi Room
Monday 16, 23, 30	Inkwell Imaginings	6 p.m. – 7:30 p.m.	Mills Room
Tuesday 17, 24, 31	<i>Tuesday Tales</i>	10:30 a.m. – 11:30 a.m.	Children's Room
Thursday 12	Movie screening <i>Helena from the Wedding</i>	6 p.m.	Pioppi Room
Wednesday	<i>Crafty Wednesdays</i>	All Day	Children's Room

Friday 13, 20, 27	<i>Move &amp; Groove for Toddlers</i> with Leena Vaidya	10:30 a.m. to 11 a.m.	Children's Room
Thursday 19	Jim Fay will read from <i>Text Messages From Your Parole Officer.</i>	6:30 p.m. – 7:30 p.m.	Reading Room
Thursday 26	Sarah Cavanaugh Ferguson will present What You Can Do as a Parent About Bullying	6:30 p.m. – 7:30 p.m.	Reading Room
Library Closed	January 16 – MLK Day		

## February 2012

February During library open hours	Sasha Thomas - Couture line and new entrepreneur in town	Reception 2/2 at 6:30 p.m. – 7:30 p.m.	Main Hall
Monday 6	Mystery Book Club <i>Bare Bones</i>	6:30 p.m. – 7:30 p.m.	Reading Room
Monday 6, 13, 27	Inkwell Imaginings	6 p.m. – 7:30 p.m.	Mills Room
Tuesday 7, 14, 21, 28	Knitting With Sonya	10:30 a.m. – 12:30 a.m.	Reading Room
Tuesday 7, 14, 21, 28	Anime Club for Teens	3:10 p.m. – 4:30 p.m.	Pioppi Room
Tuesday 7, 14, 21, 28	<i>Tuesday Tales</i>	10:30 a.m. – 11:30 a.m.	Children's Room
Wednesday 1, 8, 15, 22, 29	Movement Program for Toddlers with Kennedy Donovan Center	11 a.m. – 12 noon	Children's Room
Thursday 9	Movie screening <i>A Screaming Man(Chad)</i>	6 p.m.	Pioppi Room
Wednesday 1, 8, 15, 22, 29	<i>Crafty Wednesdays</i>	All Day	Children's Room
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