

## **TRUSTEES MEETING**

**TUESDAY, MAY 22, 2012**

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

#### **Technology**

A new data switch was installed due to failure of the existing one. Staff is experiencing some intermittent problems with the OPAC (catalog) computers and we need to replace these computers. Hoping to do, budget permitting, before the end of FY12. The focus this week and from now on will be the preparation for the migration to the new software - Evergreen (Tuesday, May 29). Staff is doing trainings and there are many adjustments needed in advance of the transition. A joint training was organized between Joshua Hyde and Jacob Edwards Libraries and it was an excellent opportunity for staff to discuss issues relating to the migration and prepare for the forthcoming changes.

#### **Sort To Light**

Waiting to complete the project when the machine becomes available.

#### **Integrated Library System**

Staff has been focused on attending webinars on the cataloging side of the upcoming Evergreen system (three) or planning for the migration to the new software. There are lots of major changes proposed and staff is preparing to make this transition as easy as possible. The library was closed on Friday afternoon May 3, to facilitate training in the circulation module. The staff went to the Joshua Hyde library and we had a joint training from Shirley Keech. Afterwards, everyone felt comfortable with the migration and working with the new system. Staff continues with trainings to prepare for the system migration to Evergreen (Tuesday, May 29), when all staff will be available to assist during this cutover.

#### **Building**

I prepared a list of all outstanding building issues as the library will be getting capital money this year from the town budget.

#### **Policies**

A draft of the Safe Child Policy which includes the Unattended Child Policy will be presented at today's board meeting.

#### **Budget**

The FY2013 budget for Jacob Edwards Library for \$485,812.00 was passed last night. There is a 1% increase included for all staff. The Schedule 5 group (10 hours per week staff) are getting an increase for the first time in many years.

#### **State Aid**

The second part of the State Aid has been announced. Southbridge received an overall total of \$23,314.37 for FY2012

#### **Library Programs**

Throughout vacation week the library had a constant flow of people, especially during the programs for children, tweens, and teens: Misfit Pets, Chess, Recycled Craft, T-Shirt Craft. Eight student volunteers

from the co-ed community service fraternity, Alpha Phi Omega, from Worcester Polytechnic Institute offered a variety of recycled craft projects to 20 children as a drop in craft. Children, parents, and the WPI students all seemed to have a great time. Literary agent Jan Kardys presented a program on Thursday evening on how to publish a book.

On Monday evening we had a special Pajama Story Time celebrating *Día de los Niños Día de los Libros* and three students from the ASPIRA Youth Club and the program coordinator read some bilingual stories from the collection. Charlene Cloutier's Fourth Grade students of West Street School are the exhibitors for the month of May in the Children's Room. Mexican Amate is the work that is being displayed. A meet the artists reception was held. On Monday night there were three programs, the YMCA Art Show Reception, and Pajama Story Time in the Children's Room and a Jazz Combo playing in the Reading Room. The YMCA Art Show has been fabulous, with an impressive 71 people in attendance for the reception. Right after the reception, the regular Pajama Story Time took place and 52 people attended and an excellent opportunity to publicize programs at JEL

### **Outreach**

The 4<sup>th</sup> Grade students from West Street School presented the May show in the Children's Room. This is the second year the library has partnered with Charlene Cloutier. This year's theme was Mexican Amate paintings. A reception was also held during the month for the artists. JEL set up a table at the Senior Expo, at the Casaubon Center. Twenty five seniors from Centro las Americas/Council on Aging visited JEL for a tour of the library and a demonstration of the Wii console. Groups from The Bridge of Central MA and ASPIRA visited the library for a tour and an overview of relevant resources. Staff offered a program *Common Threads*, in celebration of 2<sup>nd</sup> Annual National Poetry Month. Ashley participated in the Youth Summit meetings.

Susan Babb, Advisor for Youth Services for the Massachusetts Library System (MLS) visited to chat with Children's Librarian about Youth Services and Summer Reading and toured the library.

### **School Visits**

Kim met with Ms Thistle's students at Eastford Road School and their parents. Ms Weyman and Ms Trahan's classes visited May 18.

### **Digitization**

I attended the annual Digital Commonwealth conference, at the DCU, earlier this month. The presentation on the Digital Library of America (dp.la) was fascinating. Here is a brief summary of some information from the DPLA blog that describes the project:

"Most neighborhoods in America have a public library. Now the biggest neighborhood in America, the Internet, wants a library of its own. The Digital Public Library of America, a nascent group of intellectuals hoping to put all of America's library holdings online, is still in its infancy—there's no official staff, nor is there a finished website where you can access all the books they imagine will be accessible. But if the small handful of volunteers and directors have their way, you'll see all that by April 2013 at the latest"

The first LSTA grant that we applied for from the Library of the Commonwealth Digital Project is complete. An application has already been submitted for the second phase to digitize the Town of Southbridge Annual Reports. All the Southbridge yearbooks have been scanned and are available through the Internet Archive. There is currently a link from the main page of the JEL website to the project. We are in the process of a publicity campaign to promote this rich resource.

### Staff

Brett French was hired for the Library Aide position in the Children's Room. The Library Page position is still available. Interviews are being scheduled.

### Meetings

Within the past month I attended the following board meetings: Digital Commonwealth, Literacy Volunteers and the monthly get together of area library directors to discuss areas of mutual interest. I attended the ASPIRA Advisory Committee meeting at the HMH Wednesday evening and participated in the planning meeting for *Project Bread*. I attended the Digital Commonwealth conference on Tuesday 8<sup>th</sup> in Worcester. The speakers presented some very interesting information relating to digitization and the future. I met with colleagues from area libraries for our monthly informal meeting. The Historical Commission scheduled the May meeting for JEL, to facilitate the viewing of the Claire J. Birtz art collection. I had requested their consideration to fund the installation service costs. Steve Brady of the Historical Society was also in attendance and a discussion took place on the JEL 100<sup>th</sup> Anniversary and the Town's 200<sup>th</sup>. The Commission and Society will request a meeting with the Town Manager with a view to organizing a committee for the 200<sup>th</sup> Anniversary.

### Donations/Grants

Andrew and Sheryl VanVooren donated \$100 in memory of Marcelle VanVooren, for Mother's Day.

### Friends of Jacob Edwards Library

The Friends are generously supporting many of the summer reading programs. They are in the process of sending out a mailing with the view to increase membership and in particular, to recruit active members.

### Economic Development Initiative May 31, 2012

The town departments are being asked to get involved with the event for Thursday, May 31, 2012 at the Southbridge Hotel and Conference Center. Tours of the town and key interest areas will be visited. JEL has been asked to be involved with cultural and historical

Thursday May 24	eReaders Demonstration	6:30 – 7:30 p.m.	Reading Room
Friday 25	Millenium ILS software shuts down	6 p.m.	
Tuesday 29	Evergreen ILS software In use		
Month of June	<i>Artful Friends</i> Exhibit		Main Hall
Monday 4	Mystery Book Club: The Black Cat	6:30 p.m. – 7:30 p.m.	Reading Room
Tuesday 5, 12, 19, 26	<i>Knitting With Sonya</i>	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 5, 12, 19, 26	<i>Teen Anime Club</i>	3:10 p.m. – 4:30 p.m.	Pioppi Room
Wednesday 6, 13, 20, 27	<i>Crafty Wednesdays</i>	All day	Children's Room
Thursday 7	<i>Artful Friends</i> Reception Music by Rita Schiano	6:30 p.m. – 7:30 p.m.	Main Hall Reading Room

	and Rob Adams		
Friday 1, 8, 15, 22, 29	<i>Friday Fun Story Time</i>	10:30 a.m. – 11:30 a.m.	Children's Room
Monday 11, 18, 25	Inkwell Imaginings	6 p.m. – 7:30 p.m.	Mills Room
Monday 11	<i>Pajama Story Time</i>	6:30 p.m. – 7:30 p.m.	Children's Room
Thursday 14	Walking Tour and Music	6 p.m. – 7:30 p.m.	Reading Room
Thursday 14	Library Box Office: <i>Vasermil</i>	6 p.m.	Pioppi Room
Monday 18	Magic and Juggling with Scott Jameson*+	6:30 p.m. – 7:15 p.m.	Pioppi Room
Monday 18	FOJEL Meeting	6 p.m.	Mills Room
Tuesday 19	Trustee Meeting with Bank of America	12 noon	Pioppi Room
Thursday 21	Indian Cooking with Sangita Desai*	6 p.m. – 7:30 p.m.	Pioppi Room
Monday 25	Summer Reading Starts Ice Cream Social	6:30 p.m. – 7:30 p.m.	Children's Room and Craft Room
Tuesday 26	Len Cabral Storyteller^	3 p.m. – 4 p.m.	Children's Room
Thursday 28	<i>Pride in Southbridge</i>	6:30 p.m. – 7:30 p.m.	Reading Room

\*Funded by the Southbridge Cultural Council

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^ Title III Funding from the ELL Department, Southbridge Schools