

TRUSTEES MEETING

TUESDAY, DECEMBER 17, 2013

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Technology

Some computer issues and we are working with IT support service.

Building

The fire alarm system was tested on November 27th. The elevator malfunctioned and a service call was placed and a part replaced December 3. The Fire Department responded to the call as someone was in the elevator at the time. Elevator procedure was reviewed due to patron being stuck in elevator for a very short period on 12/3. Assistance was received from the Fire Department. The Ambulance Service also assisted a patron.

Capital Projects

Collections

The ongoing cataloging update on miscellaneous items is now 75% finished. The Adult/Teen collections are completed.

Children's Department

The Children's Room is now decorated for Winter! The Children's Room staff has been busy with the annual gingerbread house decorating which is a 'sell-out' event. The Annual Gingerbread House Making was also at capacity and three of the decorations from the program made by the library staff were raffled off as door prizes.

Programs

The Southbridge Cultural Council generously sponsored our Annual Holiday Concert, featuring Hunter Foote and Michael Caprera on Thursday, 12/5. This event is always well attended and much enjoyed, and we thank the SCC for their support.

For the school's early release day on 12/6, a craft program for teens and tweens (10+) was held. Attendees learned how to re-purpose old magazines to make holiday gift bows.

Media and Social Media

Lots of positive promotion of the library and its services in the media.

Outreach

I attended the book launch at Nichols College

There were two collections by Food for Fines program which was donated to Food Pantry this year.

Invited along with the Literacy Volunteers to present to the Family & Community Engagement Subcommittee of the School Committee, on areas where we can work cooperatively.

Library Director and Adult Services Librarian completed a seven week course offered through the Town for employees on Conversational Spanish. It was deemed a most successful program and it is hoped that it will be offered again in 2014.

Meetings

I attended Digital Commonwealth meeting at Newton Public Library.

Meetings at JEL

WCAC Fuel Assistance service is offered from

AARP volunteers will be here in February to offer tax filing services twice weekly.

FOJEL

Thanks to the Friends for the support for the Gingerbread House Making program it was another resounding success.

Gifts

Nichols College second installment in the college's history

Donation received of 1915 Southbridge High School yearbook created by George L'Heureux and presented to the library by Carol Cabana King and Ken Lesniewski. This yearbook has original portraits of some of the students.

Staffing

Children's Librarian Kim Usselman out on leave. Margaret and Liz Reviewed the large number of applications for the S-5 Circulation Assistant position in advance of meeting with the Town Manager and HR Specialist to discuss and schedule interviews. Matthew Mrazik started in the position of Library Page on 12/9.

State Aid

Notification was received that JEL was approved for \$10,692.64. Check will be sent shortly. The second payment will be sent to the Town of Southbridge by the last quarter of FY 2014.

Volunteers/Tax Abatement

All senior tax abatement personnel are scheduled to complete the program before the holidays.

Closing

The library was closed Thursday & Friday, Nov 28th and 29th for Thanksgiving.