

TRUSTEES MEETING

TUESDAY, JANUARY 22, 2013

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Technology

Two staff from BTS were here doing upgrades to the IT system and continued the upgrade remotely.

Building

Larochelle Electric worked on two projects re-wiring ballasts. DPW repaired some cracks in the plaster walls in two areas. DPW and Sewer department assisted with a clogged sink. Plumber had to be called and a toilet was also repaired. I met with Tom Daley to do a walk through the building to evaluate the capital project and to do an assessment on the facility in general. In conjunction with the DPW we are working on the capital projects and other items from the punch list.

Security

All staff has viewed the Homeland Security short video *Run, Hide, Fight*. I have had a discussion with security consultant with a view to a staff training. There was some difficulty with the intruder alarm for a few days but it has since been corrected. We appreciate the assistance received from the police department.

Grant/Donations

A donation for \$100 was received for the collection development.

Media

Cara Fleming and received coverage in the *Southbridge Evening News* on 8th.

Collection Development

Various collection development projects have begun in order to update the catalog and use some of the new reports features available in the open source ILS. These surveys allow us to make the collection more relevant to our patrons and a more accurate accounting of our collection

Staffing

The library staff is going through the process of decertifying with the SEIU

Volunteers

Five Tax abatement personnel are back

Children's Department

Plans are underway for the Pinkalicious Valentine's Day Party and the library will participate again in the 2nd Take Your Child to the Library Day. Once again the annual Gingerbread Housemaking sponsored by the Friends of JEL was very popular with the u-12s. Seventy gingerbread houses were made in total by the children of Southbridge, and 6 were raffled off in a drawing. Winter decorations will be switched out for the holiday themed ones and the Children's Room will resume its school-year business. The new LEGOs have arrived and are in use by those attending LEGO Club. Planning has begun for the annual *Pinkalicious Party* which is scheduled for Saturday, February 2nd. This event is part of the second year of the "Take your child to the library" event.

Outreach

Programs

The reception for glass artist Cara Fleming on January 3 was well attended. The year opens with the gorgeous blown glass exhibit from Cara Fleming and we invite everyone to come by the library and see the attractive pieces.

Training

Four staff members attended the MIAA webinar "*This isn't Middle School! : Maintaining professionalism when in conflict with co-workers*" on Thursday, Dec. 13th. Staff participates in free continuing education opportunities - Ashley attended a webinar on running reports in Evergreen. Kim ALA course

WRTA

Met with John Carney, General Manager and the promotion team 1/18/2013. Promoted through JEL facebook page.

Meetings

Margaret attended Literacy Volunteers board meeting, Kim attended Parent Support Network meeting.

Meeting Rooms

The meeting rooms continue to be in demand by the community. The library has four meeting rooms of various sizes and two study rooms that can be reserved by the public. QCC-GED testing will be held two days next week.

Closings

The Library will be closed in honor of Martin Luther King Jr. 1/21/2013

Industry Exhibit

The Optical Heritage Museum display has been returned and Dexter Russell will be the next exhibitors for the glass display case in the lower hall. The OHM collection attracted many comments from visitors and we are hoping to continue to showcase local collections, in this manner. While waiting for the Dexter exhibit, we have put a small exhibit of the WRTA material to promote the new service.

Ethics Training

Staff has begun the online ethics training. The training is much more interactive and includes video. The duration is averaging 1 hour.

FOJEL

The vendor for the coffee service provided by the Friends no longer supports KCups and we are researching an alternative. I completed a professional survey for OCLC. . The Friends of the Library funded some storage bins to assist with the organization of the computer games and other materials that may have small parts.

AARP Tax Assistance

The AARP has done a site evaluation and we will be able to offer tax assistance to the community on Monday and Thursday evenings, starting January 28 through April 4. There will be two tax preparers present and six clients will be seen each day. Library staff will assist by scheduling appointments and follow up with courtesy calls to remind those with appointments. Promotion of this program has begun.

Literacy Volunteers

Computer classes on Saturdays with LVS

100th Anniversary of JEL

The Jacob Edwards Library will celebrate its 100th year of operating from 236 Main Street, starting January 2014.

Bicentennial Meeting

I attended the 1/16/ meeting. Trustee Dick Whitney was in attendance.

A new design for some of the forms that staff use has been implemented.

January Artist of the Month	Cara Fleming – Flamework Glass		Main Hall
Friday 18, 25	Baby Time	10:30 a.m. – 11:30 a.m.	Craft Room
Monday 14, 28	<i>Inkwell Imaginings</i>	6 p.m. – 7:30 p.m.	Mills Room
Monday 14, 28	Pajama Storytime	6:30 p.m. – 7:30 p.m.	Children's Room
Tuesday 15, 22, 29	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 15, 22, 29	Anime Club for Teens	3:10 – 4:30 p.m.	Pioppi Room
Wednesday 9, 16, 23, 30	Crafty Wednesdays	All Day – drop in	Children's Room
Monday 21	Closed in honor of Martin Luther King Day		

BUDGET

2% increase