

TRUSTEES MEETING

TUESDAY, MARCH 19, 2013

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Technology

Staff is working through some technology issues. At our request, C/WMARS were here 3/18/2013 to conduct an evaluation of our systems. The network has indicated that our machines are meeting their minimum requirements. However, the router for the WiFi System needs to be replaced. The three hotspots (teen area, computer room and Pioppi room) need to be upgraded and we are adding an additional one in the mezzanine level. This should provide a significant improvement in access to the wireless system. The Massachusetts Broadband Initiative 123 stops short at Sturbridge.

Building

Updated punch list. Tom Daley, Director of DPW is leaving his position. This will impact the capital project that has been voted in FY 2012. We selected some items of furniture from the stock at Mary E Wells. Thanks to the DPW for making the delivery to JEL.

Security

The training/building assessment requested from Police Chief and Fire Chief had to be deferred. I am hoping to have the chiefs review the building and provide comment and suggestions.

Training

A request has been sent to the Town Manager to close the library to facilitate a continuing education opportunity on Friday, April 26 from 1 p.m. to 5 p.m. Karen Spiewak is a personal health and safety consultant and has previously presented at the Charlton Public Library – one program to staff and another to teens. Joan has agreed to present on the 100th and Customer service.

The annual half day training for staff will focus this year on safety in the workplace, along with customer service and planning for the centennial. We are looking at a Friday afternoon in April to hold the event.

Media

The Facebook page has 306 “likes” and is continuing to build its audience. The Southbridge Evening News is generous with space too. The number of visitors to the JEL website averages 2,500 per month.

Collection Development

Various collection development projects are ongoing in order to update the catalog and use some of the new reports features available in the open source ILS. The Large Type and Periodicals collections have been reorganized. It is hoped that the new configuration will promote more usage and improved access. The staff continues to review new ideas that are being discussed in the professional literature and where possible visiting libraries working at the cutting edge.

Staffing

Library Aide, Angela Dumas has commenced a dual masters program in library science and education, at Simmons College.

Volunteers

The library has volunteers from the Southern Worcester County Educational Collaborative on Tuesdays and each day one of the tax abatement personnel is here to assist staff.

Children's Department

The Children's Room is busy changing out the snow decorations for a rain-themed look! Plans are underway for the Dr. Seuss week which is a big favorite.

Programs

March opens with the 9th Annual Women's Handwork Show, and we have 27 participants this year. Boys of the Town We received coverage for the reception in the *Southbridge Evening News*

Outreach

Troop 140 Boy Scouts visited on Monday evening for a tour and I provided a short presentation on local history. Library staff has accepted the invitation to participate in the 2013 *Reach Out And Read* program organized by the PTA.

WRTA

I provided the patron attendance figures for the marketing team at WRTA, as requested.

Meetings

The Children's Librarian attended the Parent Support Network meeting held at the library. I attended the Digital Commonwealth board 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.

Industry Exhibit

The Optical Heritage Museum exhibit was well received. Thank you to Dick Whitney and Donna Silverberg for facilitating. The Dexter-Russell exhibit is now installed and is piquing the interest of many of our patrons.

Ethics Training

Staff and Tax Abatement personnel have completed the online ethics training.

FOJEL

The Friends are working with a new vendor for the coffee service. The Friends of Jacob Edwards Library has a special fiction book sale until the end of the month - \$5 for a bag!

AARP Tax Assistance

Promotion of this program has been successful. The *Southbridge Evening News* provided coverage and it is posted on the JEL website and Facebook pages. The AARP offers tax assistance to the community on Monday and Thursday evenings, (started January 28 through April 4). There are two tax preparers present and six clients are seen each day. Library staff assists by scheduling appointments and follow up

with courtesy calls to remind those with appointments. The tax forms are starting to arrive finally and more are still to come. We have been fielding lots of questions and complaints from the public.

Literacy Volunteers

The computer basics class that is offered on Saturdays by Literacy Volunteers is well attended and will continue for five weeks.

100th Anniversary of JEL

Planning is underway! A meeting is scheduled on the first Saturday of each month for this purpose.

Bicentennial Meeting

No report

Budget

I attended the budget presentation by the Town Manager at Town Council 3/18/2013. The Education and Human Services Sub Committee budget hearing for the library is scheduled for 7 p.m. on Thursday, April 4.

Closing

The library was closed on Friday, March 8th due to inclement weather.

WRTA

Met with the Town Manager, Accountant and Treasurer to discuss options making the RTA monthly bus pass available through one of the town departments. Riders continue to come into the library to get information about the bus service or to just wait for the next bus to arrive.

MARCH Artists of the Month	<i>Women's Hand Work</i> Group show		Main Hall
Friday 23,29	Baby Time	10:30 a.m. – 11:30 a.m.	Craft Room
Monday 25	<i>Inkwell Imaginings</i>	6 p.m. – 7:30 p.m.	Mills Room
Monday 25	Pajama Storytime	6:30 p.m. – 7:30 p.m.	Children's Room
Tuesday 26	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 19,26	Anime Club for Teens	3:10 – 4:30 p.m.	Pioppi Room
Wednesday 20,27	Crafty Wednesdays	All Day – drop in	Children's Room
Wednesday 20,27	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Thursday 28	<i>Arthur Sandoli - Music</i>	6:30 p.m. – 7:30 p.m.	Reading Room

APRIL Artists of the Month			Main Hall
Monday 1, 8, 15, 29	Pajama Storytime	6:30 p.m. – 7:30 p.m.	Children's Room
Monday 1	Book Club	6:30 p.m. – 7:30 p.m.	Reading Room
Monday 22	FOJEL Annual Meeting	6 p.m.	Reading Room
Monday 22	Jazz	6:30 p.m. – 7:30 p.m.	Reading Room
Monday 29	TBC – Claire Birtz Gallery Dedication	6:30 p.m. – 7:30 p.m.	Gallery lower level

Tuesday 2, 9,16,23,30	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 2, 9,16,23,30	Anime Club for Teens	3:10 – 4:30 p.m.	Pioppi Room
Wednesday 3, 10, 17,24	Crafty Wednesdays	All Day – drop in	Children’s Room
Wednesday 3, 10, 17,24	Super Kids	10:30 a.m. – 11:30 a.m.	Children’s Room
Thursday 18	<i>Poetry of Stephen Campiglio with music accompaniment</i>	6:30 p.m. – 7:30 p.m.	Reading Room
Thursday 25	<i>Poetry readings with Brad Davis, Jeffrey Harrison, Wally Swist,</i>	6:30 p.m. – 7:30 p.m.	Reading Room
Friday 5, 12, 19, 26	<i>Baby Time</i>	10:30 a.m. – 11:30 a.m.	Craft Room