

TRUSTEES MEETING

TUESDAY, NOVEMBER 19, 2013

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Technology

Assistance received from IT provider to get system working again after power outage 10/21 and 11/4.

Building

On Monday 21st we had a power outage from 1:30 to about 3:30 pm. The public was evacuated, signs placed on the doors and a notice posted on Facebook that we were temporarily closed. When the power was available again the elevator malfunctioned and was repaired the following morning. As a result of a power outage Sunday 11/5, the intruder alarm sounded many times within a few hours. The HVAC unit in the communications room malfunctioned and MPC has replaced the motor. The heat sensor in the Pioppi Room also required replacement. A pattern is beginning to appear that after a power outage there are issues with the electrical or computer based equipment when the power resumes. I have spoken with the DPW Director in this regard and we are going to try to track these episodes. The DPW changed the filters in the HVAC and cleaned the gutters.

Capital Project

One bid for the site survey and retaining wall adjacent to Wardwell Court from McClure Engineering has been received and Bertin Engineering has been asked for a proposal. Discussions are taking place with the DPW Director.

Collection Project

The project identifying the items mis-categorized as Miscellaneous continues. It is about 60% complete.

Complaint

A patron wrote about the changing tables being located in the hallway bathrooms not within the children's room. I responded to the email and we have purchased diaper pails for the hallway bathrooms.

Children's Department

The Halloween craft and story attracted over 40 participants who were able to bring home a puppet set and a story. The idea was that they could practice re-telling the story - an important early literacy skill. Discussions are underway with WCAC in relation to Early Headstart participating in the *Babytime* program, as provision has to be made for the group to have lunch on site. Lego Club will now be offered on Saturdays. The materials on display have been changed to a Thanksgiving theme. Staff is preparing for the annual Graham Cracker House Making programs that will take place in early December, thanks to funding from the Friends of JEL. The *Babytime* program on Fridays is proving very popular, including participants from Early Headstart and the YMCA Daycare.

Programs

Peter Baldracchi program on the *Quabbin: An Accidental Wilderness*. Pictures were posted on Facebook and sent to the Southbridge Evening News for both events. A staff continued the Halloween spirit on Thursday and was in costume! Authors Tom Farmer and Marty Foley gave a presentation on their book *A Murder in Wellesley* on Thursday, 10/31.

Media and Social Media

Extensive coverage was provided in the *Southbridge Evening News* on the programs. The number of “likes” on Facebook is now 410.

Outreach

Tours of the library were conducted on Saturday for the group *A Place To Be Me*. This was the first annual event.

Grant-

Southbridge Cultural Council

The Southbridge Cultural Council sponsored Halloween concert with Jay Mankita was a success, with 62 people in attendance. Many children came in costumes! Another Cultural Council funded program was the performance by Michael Caprera on Thursday, October 17th, where he also discussed the process that goes into musical composition.

Great Worcester Community Foundation

The Greater Worcester Foundation has awarded a grant \$750 from the Olive I. and Anthony A. Borgatti Jr. Advised Fund for Children’s Programming.

Two trees have been planted through a grant secured by the DPW – a replacement crab apple and a *Winter King* hawthorn, near the bench on Main Street.

Meetings

Children’s Librarian attended the CT Children’s Book Fair, at UConn. I attended a meeting with the DPW administration and custodian. Margaret & Ashley attended the MLS Annual Meeting on Monday, 11/4 at College of the Holy Cross in Worcester. The focus of the conference was on community building. I attended the Digital Commonwealth executive board meeting and conference committee site visit. Town Manager, Trustees Chairman and I met to discuss some matters relating to the Board of Trustees.

Meetings at JEL

Southbridge Adult Education Network met to discuss the GED situation and other topics of mutual interest. Staff from the WCAC Fuel Assistance program will be at JEL each week meeting with clients

FOJEL

No Friends meeting November.

Gift

The \$10,000 bequest has been received from the estate of educator Florida Tarquinio.

Staff

Interviews were conducted for the S-7 Circulation Supervisor position with the Town Manager, HR Specialist, Adult Services Librarian and Library Director. Liz Gendreau was promoted to S-7 Circulation Supervisor. The 30 hours per week S-5 position has now been advertised.

State Aid

All libraries in central and western part of the state have been advised by C/WMARS that the figures provided for the ARIS (Annual Report Information Survey) report have been revised and the state has been notified. The effect for Southbridge is favorable

Tax Abatement

New personnel here to work 50 hours

Training

Director and Adult Services Librarian are taking the six week Spanish language learning and cultural awareness class offered at Town Hall. On 10/30, 3 staff attended a webinar on the features of the newest Evergreen upgrade

100th Anniversary of JEL

Book – report received from Alan Earls. Planning on a first draft for submission

Photographs – reviewing the photographs with a view to having a few in sepia for posting to the 100th web page.

Web – Ashley has cloned a page for the 100th Anniversary on the JEL website.

Annual Reports/Digital Commonwealth

The HR Specialist, TM Intern and I met to finalize the Annual Town Report project.

Closing

The library was closed on Saturday November 9 to facilitate a significant systems upgrade to the Evergreen ILS system. The library will be closed November 28th and 29th for Thanksgiving.

Month of November 2013 Exhibit	Stan Kaufman - acrylics		Main Hall
Monday	Mystery Book Club:	6:30 p.m. – 7:30 p.m.	Reading Room
Tuesday 19,26	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 19,26	Anime for Teens	3:10 p.m. – 4:30 p.m.	Pioppi Room
Tuesday 19	Trustees Meeting	12 noon	Mills 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 21,28	Lego Club	3 p.m. – 4:30 p.m.	Craft Room
Friday 22,29	Baby Time	10:30 a.m.	Children's Room
Saturday 23,30	Lego Club		Craft Room

*Friends of JEL

Month of December 2013 Exhibit	Graham Cracker Houses display		Main Hall
Monday 2	Mystery Book Club:	6:30 p.m. – 7:30 p.m.	Reading Room

	Gone Girl by Gillian Flynn		
Monday 2	Graham Cracker House Making – Registration Required	5:30 p.m. – 6:30 p.m.	Craft Room
Monday 2,9,15,23,30	Pajama Story Time	6:30 p.m. – 7:30 p.m.	Children’s Room
Tuesday 3,10,17,31	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 3,10,17,31	Anime for Teens	3:10 p.m. – 4:30 p.m.	Pioppi Room
Tuesday 17	Trustees Meeting	12 noon	Mills Room
Wednesday 4	Graham Cracker House making – registration required	3:30 p.m. – 4:30 p.m.	Craft Room
Wednesday 4,11,18	Crafty Wednesdays	All day – drop in	Children’s Room
Wednesday 4,11,18	Super Kids	10:30 a.m. – 11:30 a.m.	Children’s Room
Wednesday 13	Lunchtime Tech – The Catalog	12 noon – 1 p.m.	Pioppi Room
Thursday 5,12,19,26	Lego Club	3 p.m. – 4:30 p.m.	Craft Room
Thursday 5	Graham Cracker House making – registration required	3:30 p.m. – 4:30 p.m.	Craft Room
Thursday 5	Winter Concert with Hunter Foote and Michael Caprera	6:30 p.m. – 7:30 p.m.	Main Hall
Thursday 12	Library Box Office: Three Worlds - French	6 pm	Pioppi Room
Friday 6,13,20,27	Baby Time	10:30 a.m. – 11:30 a.m.	Children’s Room
Saturday 7,14,21,28	Lego Club	10 a.m. - noon	Craft Room
CLOSED	Tuesday Dec.24 – Half Day Wednesday Dec. 25 Christmas Day		