TRUSTEES MEETING TUESDAY, OCTOBER 22, 2013 REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Technology

After the power outage on Monday 10/21 from 1:50 p.m. to 3:30 p.m, some of the computer desktops had to be remotely re-configured

Building

As a consequence of the power outage, the elevator was not working correctly and a service call was placed. There was no telephone service for 3 days September 23rd to 25th. Verizon was here to check the lines and established that the problem was with the voice and telephone equipment. The Panasonic technician replaced some parts. The service resumed operation in the early afternoon of the third day. The DPW staff was here to change some electrical bulbs. One box in the emergency lighting system was replaced by the electrician. The repairs to the boiler and heat pumps have been done by MPC. Another mechanical issue has been identified during the installation on the heat pump and a quotation has been requested. Renovations continue in the Children's Room.

Children's Department

In celebration of Hispanic Heritage Month, the ASPIRA Youth Group was at the library to be guest readers at the Pajama Story Time. Halloween party event which will include a mummy relay race! Toto the Tornado Kitten was a resounding success.

Children's staff has reached out to the Girl Scouts.

Programs

The Artist's Reception was held for Kathy Murray, our featured artist for October and was featured in the *Southbridge Evening News*. Severina Rios of ASPIRA gave a presentation on the history of Puerto Ricans and their culture in Southbridge which was well received. *Once Upon a Flock* author Lauren Scheuer presented a talk and some insight into her illustration, on Thursday, September 19th – Southbridge Cable TV filmed the event, which also received coverage in the Southbridge Evening News.

Collection Project

Weeding project is ongoing.

Media and Social Media

Staff has been actively posting on Facebook There are 394 'Likes' on Facebook. Lots of coverage has been received in the Southbridge Evening News both in the calendar and in the features section. JEL has received coverage in the *Southbridge Evening News* this week for upcoming programs and for Library Card Sign-Up Month.

Outreach

On two occasions I participated in the *Dress For Success* program. I attended the ASPIRA Hispanic Heritage celebration. For the month of September replacement library cards will be issued free of charge. September 22-28 is Banned Books Week. The library has a selection of frequently banned

and challenged books on display and available for checkout. For more information visit www.bannedbooksweek.org.

Grant- Southbridge Cultural Council

Fifteen letters of support were submitted on behalf of the performers who are interested in presenting programs at JEL.

Meetings

Meetings attended this week:

- smith & jones presentation to the marketing sub-committee of Literacy Volunteers
- annual meeting of the Community Health Network Area5 (CHNA5) in Webster
- area library directors met in Charlton
- User Council meeting for the C/WMARS network.

Professional Meetings at JEL

The library hosted a children's roundtable on the theme of community collaboration, convened by the MA Board of Library Commissioners. Presentations were made by the USS Constitution Museum and the Boston Children's Museum. Both museums talked about different initiatives they are doing with early literacy and we received a donated 'kindergarten kit'.

Policy

The professional staff has worked with Trustee Robin Weber on the Safe Child Act and have a proposed policy to present to the board today for a vote.

FOJEL

The Chess program during the winter vacation will be sponsored by the Friends.

Gift

The library was presented with a gift of a limited edition (#16/100) print "Bhumisparsha" by Michelle DeMarco from the Opacum Land Trust.

Staff

Staff attended a workshop on assisting patrons with using the UI online system to apply for Unemployment Insurance on Thursday, September 26th. The Town is offering staff an opportunity to take a 7-week class in Spanish language and cultural awareness, to assist employees in their customer service to the community. The Adult Services Librarian, Town Manager, HR specialist and I, conducted five interviews for the Circulation Supervisor S-7 position. The Children's Librarian attended the Boston Teen Author Festival at the Cambridge Public Library. I conducted some evaluations on staff in the department. I met with the Town Manager for my own annual evaluation.

State Aid

The financial report for State Aid has been submitted. Due to a technical error at C/WMARS with the statistical count, all the central and western Massachusetts libraries have had some adjustments on their statistics in the ARIS report.

100th Anniversary of JEL

Met with some of the trustees to flesh out the programming and schedule for the 100th celebrations. Patrick J Noonan has submitted 123 photographs as part of the photographic project for the 100th year celebration. The purpose of these pictures is to capture the essence of Jacob Edwards Library today and have some images available for the historical narrative. First draft of the History of the Jacob Edwards Library has been submitted by Alan Earls and I have read it thoroughly and provided some feedback. I liaised with Katherine Mrazik on the logo design. Katie has produced some final copies for the Trustees to view and approve.

Annual Reports/Digital Commonwealth

Project is being prepared by Spencer Curry to hand off to the HR Specialist who will be responsible the annual reports for the town. The archive copies of the report at still at Boston Public Library being digitized.

Incident

During a walk through, the police officer observed a patron viewing sexually explicit material. The patron was asked to leave the library, as it is in violation of our Internet Policy. A Trespass Notice was served by the police. A letter accompanied by the recently delivered notice, torn in shreds was sent to the Director. I had a meeting with the Town Manager and Chief of Police to discuss. The recommendation was that staff should call the police immediately if the subject of the Trespass Notice comes to the library. This message was communicated to all staff.

ClosingThe library will be closed on November 11th

Month of October Exhibit	Kathy Murray printmaker		Main Hall
Monday 28	Halloween crafts with	6:30 p.m. –	Children's
	UConn APO Students	7:30 p.m.	Room
Tuesday	Knitting with Sonya	10:30 a.m.	Reading
22,29		- 12:30	Room
		p.m.	
Tuesday	Anime for Teens	3:10 p.m. –	Pioppi
22,29		4:30 p.m.	Room
Tuesday 22	Trustees Meeting	12 noon	Mills Room
Wednesday	Crafty Wednesdays	All day –	Children's
23,30		drop in	Room
Wednesday	Super Kids	10:30 a.m.	Children's
23,30		- 11:30	Room
		a.m.	
Thursday	Lego Club	3 p.m. –	Children's
24,31		4:30 p.m.	Room
Thursday 24	Out and About in the	6:30 p.m. –	Reading
	Quabbin with Peter	7:30 p.m.	Room
	Baldracchi		

Thursday 31	Murder in Wellsley with	6:30 p.m. –	Reading
	Tom Farmer and Marty	7:30 p.m.	Room
	Foley		
Thursday 31	Movie for Teens	3:30 p.m.	Pioppi
	Warm Bodies		Room
Friday 27	Baby Time	10:30 a.m.	Children's
			Room

Funded by *Friends of JEL #Southbridge Cultural Council

Month of			Main Hall
November			
Exhibit			
Monday 4	Mystery Book Club:	6:30 p.m.	Reading
,	, ,	- 7:30	Room
		p.m.	
Monday 14	Library Closed in	-	
	honor of Columbus		
	Day		
	Say		
Monday	Pajama Storytime	6:30 p.m.	Children's
4,11,18,25		- 7:30	Room
		p.m.	
Tuesday	Knitting with Sonya	10:30 a.m.	Reading
5,12,19,26		- 12:30	Room
		p.m.	
Tuesday	Anime for Teens	3:10 p.m.	Pioppi
5,12,19,26		- 4:30	Room
		p.m.	
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5,12,19,26	5		
Wednesday	Crafty Wednesdays	All day –	Children's
6,13,20,27	, ,	drop in	Room
Wednesday	Super Kids	10:30 a.m.	Children's
6,13,20,27		– 11:30	Room
3,13,23,27		a.m.	
Wednesday 16	Lunchtime Tech –	12 noon –	Pioppi
vvcanesaay 10	The Catalog	1 p.m.	Room
Thursday	Lego Club	3 p.m. –	Children's
3,10,17,24,31	Lego Club	•	Room
	Autict Docartion*	4:30 p.m.	
Thursday 7	Artist Reception*	6:30 p.m.	Main Hall
		- 7:30	

		p.m.	
Thursday 14	Library Box Office:	6 pm	Pioppi
			Room
Thursday 21	Literacy Volunteers	6:30 p.m.	Reading
	Open House	- 7:30	Room
		p.m.	
Friday	Baby Time	10:30 a.m.	Children's
1,8,15,22,29			Room