

TRUSTEES MEETING TUESDAY, MARCH 18, 2014
REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

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Technology

The IT provider was here to perform some upgrades and system changes.

Building

DPW have ploughed, shoveled and sanded and kept the library in good condition throughout the Winter. Men's toilet repaired. Jamie continues on cleaning the windows throughout the building.

Capital Projects

Director of the DPW, Heather Blakeley and I met to discuss the two capital projects and we have made some progress. A team from Bertin Engineering visited to review the two capital projects – vaulted ceiling in main hall and the retaining wall/parking lot. Representatives from Sherwin Williams joined the DPW Director and I to review the crackling paint throughout the building. They have agreed to have samples from various parts of the building analyzed by a lab to determine possible cause. A lift was borrowed from the School Dept. to facilitate retrieval of samples. While we have the lift, Jamie is using this equipment to reach the upper areas to wash the windows. I am researching documents on the previous contractors and ceiling repair and contacting some vendors. We continue to work with DPW and paint professionals on determining the cause of the crackling paint throughout the building. We are hoping to gather some proposals for review.

Collections

The miscellaneous items project has been Children's collection. Many projects are underway to update the collection and synchronize with the catalog. The shelving is being re-labeled throughout the adult and teen departments. Digitizing of documents continues. Due to the expanding collection, the library now loans two Wii games per household.

Children's Department

Staff continues to present programs while the Children's Librarians is on out. Children's staff is working on re-assigning materials from 'miscellaneous' category on the catalog.

Programs

Author TJ Wooldridge, whose program was rescheduled due to snow in January, presented a book talk on Friday, Feb 21st at 3:00 p.m. Local musician Art Sandoli performed at the library on Thursday, February 27th. The 10th Annual Women's Handwork Show is installed and will be on display for the full month of March. A reception for the artists will be held on Thursday, March 6th at 6:30 p.m. An art reception for the 10th Annual Women's Handwork Show was held on Thursday, March 6th. The reception and exhibit were covered in the Southbridge Evening News' March 11 issue.

Media and Social Media

There are 446 fans on Facebook. I would encourage the Board to consider “liking” JEL.

Meetings

I attended the monthly Digital Commonwealth executive board meeting at Bolton Public Library. I attended the Library Legislative Breakfast at Charlton Public Library. I presented at the Project Bread

Kickoff in Devens and would like to congratulate Sgt. Dingui and Officer Rosa on being presented with an award for their outstanding work for Cops and Kids program.

Meetings at JEL

WCAC Fuel Assistance service is offered on Thursdays – by appointment only
AARP volunteers will be here starting Thursday, January 30 to offer tax filing services: Monday mornings and evenings and Thursday evenings – by appointment only. The library staff arranges the schedule and calls to remind the person of their appointment. Digital Commonwealth conducted a day-long training on metadata March 17 and the FOJEL provided light refreshments.

FOJEL

Friends of Jacob Edwards Library will have their annual book sale 3/27-3/29.

Grants

The March 20 program with Boys of the Town will be the first Southbridge Cultural Council grant funded program.

Staffing

Children's Librarian is still on sick leave and staff continues to fill in and continue the programs. Director and Circ Supervisor are working on orientation procedures for new hires.

Training

The training of the new staff member is complete. The digital draft of the Safety and Evacuation manual is being reviewed by staff and will be presented for comment at the next board meeting.

Trustees Appointments

There is still one vacancy on the board (Town appointee) and the postings have yielded some inquiries

Volunteers/Tax Abatement

I am in discussion with Council on Aging about AARP conference
Volunteer has been assisting with scanning of some documents.

Centennial Events

Second full draft of the history of the library was delivered by Via Appia Press. Dick Whitney and I have been reviewing the manuscript.

Digitization

A DVD copy of the Dedication of the WW1 Memorial and the 1938 parade in Southbridge has been digitized

Everbridge Emergency Notification System

Posted notice on library Facebook page regarding the Everbridge Emergency Alert System. Staff is available to assist anyone in the community that needs assistance signing up.

Parking Lot

The lot is in constant use and we have received some complaints from patrons that they have been unable to get a space. It is 2-hour parking and when the Quabog school buses are due to arrive there are cars parked all over the place. One question that arises is if it is a library lot or municipal lot.

Month of March Exhibit	Women's Hand Work – group show	During Library Open Hours	Main Hall
Monday 24,31	Pajama Story Time	6:30 p.m. – 7:30 p.m.	Children's Room
Monday 17	St. Patrick's Day Story Time	6:30 p.m. – 7:30 p.m.	Children's Room
Monday 24	Friends of Jacob Edwards Library	6 p.m.	Mills Room
Tuesday 18,25	Knitting with Sonya	10:30 a.m. – 12 noon	Reading Room
Tuesday 18,25	Anime for Teens	3:10 p.m. – 4:30 p.m.	Pioppi Room
Tuesday 18	Board of Trustees	12 noon	Mills Room
Tuesday 25	Cyber Security systems – Greg Page	1:30 p.m. – 2:30 p.m.	Reading Room
Wednesday 19,26	Crafty Wednesdays	All Day	Children's Room
Wednesday 19,26	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Thursday 20,27	Lego Club	3 p.m. – 4:30 p.m.	Craft Room
Thursday 13	Library Box Office: Aliyah (French)	6 p.m.	Pioppi Room
Thursday 20	Boys of the Town Concert *	6:30 p.m. – 7:30 p.m.	Reading Room
Friday 21,28	Baby Time	10:30 a.m. – 11:30 a.m.	Craft Room
Saturday 22	Lego Club	10:00 a.m. – 12:30 a.m.	Craft Room
Thursday – Saturday	FOJEL Annual BOOK SALE	3/26 2 p.m. – 8 p.m. 3/27 9 a.m. – 5 p.m. 3/28 9 a.m. – 12 noon	Pioppi Room

* sponsored by Southbridge Cultural Council