

TRUSTEES MEETING TUESDAY, MAY 20, 2014
REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

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Technology

There were some issues with the server for the security camera system. The network server needs to be upgraded and the current one can be used for the security camera system. I am also reviewing the budget in relation to some computer purchases. Technology and providing access to the internet is one of the areas of the greatest demand by the patrons and one that we need to continue to provide the fastest and most efficient service. The network C/W Mars completed the annual purge of inactive patrons on 4/22 and 4/23. Approximately 1,000 Southbridge patron records were purged, and the current count is now 9,876 (from 10,808).

Budget

I attended the budget hearing 5/19 and the budget was passed as presented \$496,649

Building/Capital Projects

DPW replaced the copper downspouts that were previously stolen and installed a replacement storm window on the Foster Street side of the building that was damaged in the storm. Filters were changed throughout the building. The parking lot was swept. Mulch and wood chips were spread around the property. This work was done earlier in the schedule, by special request in advance of the May 1 event. During the month, I had a detailed discussion regarding the capital projects with the Director of the DPW and we have some bids going forward for both the ceiling and retaining wall, to present to the Town Manager for review. Alan DiPietro Masonry was here to review the front façade of the building. A whole section of the interior plaster has been compromised by the ‘weeping’ of the brick façade and a quote has been requested. The bluestone steps onto Foster Street need to be re-built and the iron railings sandblasted and re-painted. Given the number of projects that are in need of attention, I will provide a complete list for the next board meeting and will include the recommendations from MIIA inspector as well..Two new trees were planted at the north entrance in containers, the four urns and window boxes were filled with tulips and pansies. I hope we can maintain this planting during the summer. The Police returned stolen property.

Collections

Periodicals selections made and order submitted.

Children's Department

A reception for West Street School 2nd grade took place on 5/5 and some original poems were read by art teacher Charlene Cloutier and some of the students. The event was covered by the Southbridge Evening News. On Friday 5/9 Beverly and Sasha Thomas presented Mother's Day – Make a Silk Flower.

Programs

Professional genealogist Charlene Key Sokal presented a talk “The Box in the Closet” and was well received. Ms Sokal arranged to visit earlier in the day to review the archives and local history collection with me and to discuss future planning. The Southbridge Evening News was present to cover the event. Susan Elizabeth Sweeney, poet and professor at the College of the Holy Cross presented from her chap book on April 17 in celebration of National Poetry Month.

Media and Social Media

There are 474 fans on Facebook. There are 1492 people signed up to receive the monthly eNewsletter.

Meetings/Outreach

I attended the Community Baby Shower organized by the Parent Network. The Friends of JEL donated a gift basket to the raffle. I participated in a conference call for the Digital Commonwealth and attended the board meeting. I attended Town Council on 5/5 to receive the official proclamation and make some remarks. Following a conversation with Laurence Morrison who is president of the QCC Foundation, he arranged for us to meet with Andrea Macritchie, Dean of Libraries, Assistant Vice President for Community Engagement: Elizabeth Borg. I attended the first Steering Committee meeting of the WRTA.

Meetings at JEL

WCAC Fuel Assistance service is extended through the second week of May. The GED exam is no longer in place and we are learning about the new system called *HiSet* and are collaborating with the Southbridge Adult Education Network. I attended the annual meeting of Literacy Volunteers of South Central MA but had to leave to attend the Education and Human Services Sub Committee meeting where James Dyer's nomination was on the agenda.

FOJEL

The FOJEL Annual Meeting was held on 4/28, followed by a performance of jazz music by the JoyCo Jazz Trio at 6:30 p.m. which was open to the public.

Gifts

Donation of \$100 in memory of Norman 'Zeke' Plouffe, his wife Connie and daughter Michele were received from William and Virigina Brousseau. Books have been purchased in their memory and the family members advised.

Grants

No report

Research

Research assistance was provided to a Board of Health member.

Security

Staff called the police to respond to two inebriated people 5/16 and arrests were made.

Staffing

Interviews were conducted for the Children's librarian's position and an offer sent to Children's Librarian candidate and it is hoped that the position will be filled in early June. Two strong candidates were interviewed. The recruitment process has become streamlined and very effective thanks to the work of the HR Specialist.

Training

Two staff attended all three MIIA workshops on Monday, 5/12 at JEL: Critical Incidents, Anger Management 101, and Ask Don't Tell and another staff member attended the first two. Participated in a workshop at the Boston Public Library on April 16 through a Gates grant/Digital

Commonwealth/Boston Public Library. This opportunity is being offered to 45 public librarians in the state.

Trustees Appointments

James A. Dyer was nominated and approved for the vacant position (Town) on the JEL Board 5/19.

Volunteers/Tax Abatement

There are 5 personnel at JEL currently. I am in the process of interviewing a sixth person to assist at JEL.

Centennial Events

The May 1 launch of the year-long 100th Anniversary was a resounding success! Thank you to the Town Council for the proclamation and to all who attended and contributed to the enjoyment of the event. The event was covered by the Southbridge Evening News. There are some photos posted on the library's 100th Anniversary page. <http://www.jacobedwardslibrary.org/100years.html> Professional photographs taken by Patrick J Noonan Photography are viewable at the following link <https://www.flickr.com/photos/jacobedwardslibrary/sets/72157644698353443/>. Please note the schedule for future events at the end of this report.

Digitization/Preservation

Maps in History Room were reviewed by Historical Society and Economic Development Director with the view of having two of them stabilized/restored and digitized. At my suggestion, the society will request a digital copy and provide access for the JEL collection.

Everbridge Emergency Notification System

Staff continues to promote awareness about Everbridge Emergency Alert System among patrons.

Month of May Exhibit	Art show and reception West Street School – 2 nd Grade	During Library Open Hours	Children's Room
Month of May Exhibit	Patent Exhibit with Jackie Mushinsky	During Library Open Hours	Main Hall
Monday 26	Pajama Story Time	6:30 p.m. – 7:30 p.m.	Children's Room
Tuesday 20,27	Knitting with Sonya	10:30 a.m. – 12 noon	Reading Room
Tuesday 20	Board of Trustees	12 noon	Mills Room
Wednesday 21,28	Crafty Wednesdays	All Day	Children's Room
Wednesday 21,28	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Wednesday 21	Visit from Kindergarten Class Eastford Road	9:30 am	Children's Room
Thursday 22,29	Lego Club	3 p.m. – 4:30 p.m.	Craft Room
Thursday 22	Music for Piano and Voice with Tom Kosakowski and Elizabeth Clements	6:30 p.m. – 7:30 p.m.	Reading Room
Thursday 29	Gardening with Master Gardner Betty Sanders* LCC Grant		
Friday 23	Baby Time	10:30 a.m. – 11:30 a.m.	Craft Room
Saturday 24	Lego Club (last Saturday open until September)	10:00 a.m. – 12:30 a.m.	Craft Room

Monday 26	Closed in honor of Memorial Day		
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Month of June Exhibit	Artful Friends – FOJEL annual fundraiser	During Library Open Hours	Main Hall
Monday 2,9,16,23,30	Pajama Story Time	6:30 p.m. – 7:30 p.m.	Children's Room
Monday 16	Friends of Jacob Edwards Library	6 p.m.	Mills Room
Tuesday 3,10,17,24	Knitting with Sonya	10:30 a.m. – 12 noon	Reading Room
Tuesday 17	Board of Trustees	12 noon	Mills Room
Wednesday 4,11,18,25	Crafty Wednesdays	All Day	Children's Room
Wednesday 4,11,18,25	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Thursday 5	Reception for Artful Friends Exhibitors Music by Mark Mandeville and Rainne Richards	6:30 pm – 7:30 pm	Main Hall
Thursday 5,12,19,26	Lego Club	3 p.m. – 4:30 p.m.	Craft Room
Thursday 12	Library Box Office: The Deflowering of Eva Van End (in Dutch, English & German w/ English subtitles)	6 p.m.	Pioppi Room
Thursday 19	Jumpin' Juba concert * LCC Grant	6:30 pm – 7:30 pm	Reading Room
Thursday 26	9 th Pride in Southbridge - The Burt Bacharach Songbook Show	6:30 p.m. – 7:30 p.m.	Reading Room
Friday 6,13,20,27	Baby Time	10:30 a.m. – 11:30 a.m.	Craft Room