

TRUSTEES MEETING

TUESDAY, JANUARY 20, 2015

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Technology

There was an issue with one of the sections of the server but it has been checked and has resumed service. The DPW removed the old computer monitors for recycling.

Building/Capital Projects

The DPW has been here installing an attic stairs in the work room area, providing easier and safer access. This is an extensive installation and the work is now completed and fully functional. Quote has been requested from LaRochelle Electric for lights to be installed in two areas of the ceiling to assist technicians when working there. Thanks to the Fire Department for checking a carbon monoxide alarm. It was deemed a false alarm. A quote has been requested from Alan DiPietro Masonry for the Foster Street stairway. The masonry has crumbled as a consequence of the ice treatments.

Collections

The ScienceFiction/Fantasy collection has been re-labeled and inventoried. The inventory of the collection continues and the paperback collection has been completed. In general, there are not many changes to the catalog but we will have a complete picture of the situation for the Annual Report Information Survey (ARIS-MBLC) in August.

Children's Department

Some special programs are being planned for Valentine's Day and during school vacation week. The Lego Club had its biggest day yet with 40 people. The theme was Lego Cities and there were a lot of creative projects developed. Thanks to the Borgatti Fund we were able to have Horizon Wings Raptor Rehabilitation and Education present a program on owls. We had a great turn out with 119 people in attendance. They brought five different owls, and provided a lot of interesting information about each bird and the rehabilitation program. The audience loved seeing so many owls up close. Winter decorations have been switched out.

Library Legislative Breakfast

The invitations have been printed and mailed for the 20th Annual Library Legislative Breakfast that will be held at Jacob Edwards Library, as part of the 100th anniversary celebration. Senator Fattman and Representative Durant will be present.

Programs

An artist's reception was held for local artist Rose Ann Reed on Thursday, Jan 8th. Four classes from Trinity Catholic Academy (grades 5-8) came to the library for orientation visits on Monday and Tuesday, January 12th and 13th. They will be working on science fair experiments and research papers in the coming weeks, and were shown the available resources. The bulletin boards were all given a makeover. The library has ordered some new materials on the subject of astronomy to compliment the Orion Telescope presented by the Southbridge Rotary Club. The Aldrich Astronomical Society will maintain the equipment and will present a public program in February on how to use the telescope. The Library Box Office continued with *2 Autums, 3 Winters* – attendance has been increasing somewhat in the last few months.

Media and Social Media

As of today, we have 1,531 subscribers to the eNewsletter (Constant Contact) and 574 “likes” on Facebook.

Meetings/Outreach

The IRS has notified us that there will be changes to the number and quantity of federal tax forms they send to libraries for distribution. This year, they will only be sending the single page forms for 1040, 1040A and 1040EZ. No instruction booklets or supplemental forms will be sent. They are strongly encouraging taxpayers to eFile – for those for whom this is not an option, they may print the forms from the IRS website, or order them directly from the IRS to be sent by mail. All of this information will be made available to patrons. State tax booklets are available as usual. The AARP will be offering assistance to Low/Moderate Income earners starting on February 2nd. Appointment may be booked through the library. Tickets are available at the library for the Bicentennial Dance. I attended the Southbridge Rotary Club meeting in December, at the invitation of Dino Tata.

FOJEL

The afghan donated by the knitting group as a fundraiser for the Friends, is on display. Tickets are still available as the Friends decided to extend the time.

Grants

Donation of \$100 received from the St. Vincent De Paul Food Pantry in honor of two of its organizers. Selected books to purchase based on topics suggestion by the donor. Senator Emeritus Richard T. Moore donated a copy of *A Home Run for Bunny* by Richard Andersen, documenting the Springfield's 1934 American Legion Post 21's baseball team, its stand against racism and support of its one African American player Ernest “Bunny” Taliaferro.

The Southbridge Savings Bank have approved a grant application for an AWE Early Literacy Station \$4443.00 It has arrived and is ready for patron use. This computer system is targeting the 2 – 8 year old

group. The staff has been testing out the 50 pre-loaded programs and, and it has been given positive reviews. A photo op is set for tomorrow at the bank. Union St. Jean Baptiste/Catholic Financial Life has provided funding of \$250 for brass plaque to accompany the Felix Gatineau bas relief. The Southbridge Historical Commission is sponsoring the installation of the art by Birdhill Design.

Staff

Staff completed the online Ethics/Conflict of Interest training and appropriate forms sent to Town Hall. Staff in the Children's Room has created a standard operating procedure (SOP) for the annual Gingerbread House Making.

Teens

The *Teen Holiday Movie* vote received 56 votes (online and in-house), and *The Nightmare Before Christmas* was the winner. Despite the high engagement, unfortunately no teens attended the screening. The Southbridge Evening News covered the teen program on gift bow making.

Town Manager

The Interim Town Manager, Kevin Paicos has summarized the movement to date on the blighted properties contiguous to the library, in the weekly report.

Training

I participated in the EAP training *Performance Based Management*, January 15, 2015.

Trustees - 100th Giving Thanks for current and past staff

As part of the 100th Anniversary Celebration the Board of Trustees hosted a Giving Thanks event on 11/19 for current and former staff and trustees. Trustees from as far back as the 1980s and staff from the 1960s onwards attended.

The advertisement for the vacancies on the Board has been published in the Southbridge Evening News Friday, January 16th, 2015.

Volunteers/Tax Abatement

Senior Tax Abatement Program has begun and we will have six seniors working with us. They have completed the state Ethics Online Training.

Month of January 14 Exhibit	Art by Rose Ann Reed		Main Hall
Monday 26	Pajama Story Hour		Children's Room
Monday 26	Friends of JEL meeting	6 p.m.	Mills Room
Tuesday 20,27	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 20,27	Teen Tuesday	3 p.m. – 4 p.m.	Pioppi Room
Tuesday 20	Trustees Meeting	12 noon	Mills Room
Wednesday 21,28	Crafty Wednesdays	All day – drop in	Children's Room
Wednesday 21,28	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Thursday 22,29	Lego Club	3 p.m. – 4:30 p.m.	Craft Room
Thursday 22	<i>Sound Ideas: hearing and Speaking Poetry</i> with B. Eugene McCarthy and Fran Quinn*	6:30 p.m. – 7:30 p.m.	Reading Room
Thursday 29	<i>It's In the Little Things</i> by Gayle Suzanne*	6:30 p.m. – 7:30 p.m.	Reading Room
Friday 22,29	Baby Time	10:30 a.m.	Children's Room
Saturday 24,31	Lego Club	10 a.m. – 12 noon	Craft Room
Saturday 24	Teen and Tween Chess Club	10:30 a.m. – 12 noon	Main Hall

*sponsored by 100th Anniversary Celebration