

# **TRUSTEES MEETING      TUESDAY, JULY 28, 2015**

## **REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**

### **Budget**

- The impact of the elimination of the 30 h.p.w. Library Assistant position is being experienced now that we are in the busiest time of year, when our attendance increases by 2,000 – 3,000 people during each of the summer months.
- End of fiscal year material has been submitted. State reporting now begins.

### **Building/Capital Projects**

- DPW Staff, including our custodian Jamie, is now working 4 days per week 6 a.m. to 4 p.m. during the summer. There is no custodial service from 4 pm on Thursday, effectively the library is open 12 hours without service.
- The Foster Street staircase has been replaced and the wrought iron sandblasted and re-painted. The project cost of \$5,500 was paid from the operating budget.
- An officer from the PD visited to check on some concerns staff has observed. We appreciate the assistance and hope to be able to see more of a police presence here to signal that it is a public building and that the law needs to be respected.
- DPW did a temporary repair on the roof where there was a leak. Quotes from contractors have been requested for the slate roof repairs, and for the gable end to be repaired and painted. Reviewed the leaks in the building with the Director of the DPW. Contacted some roofing contractors to obtain quotes.
- DPW has changed some bulbs, replace a belt on an extractor fan and conduct the quarterly filter replacement.
- Power outage – the library lost power on 7/7 for about 45 minutes. Thanks to the Fire Department for their assistance with a disabled patron. A thorough check was conducted of the building with the thermal imaging camera as there was an odor of burning material.
- HVAC – MPC has completed the Summer Preventative Maintenance. Some items identified as needing attention. Repair of 2 of the units completed, including washing of coils.
- State Inspection completed of the boilers – no issue
- Elevator Maintenance & Service is servicing the elevator until the town negotiates a town-wide contract.
- The Town Attorney has crafted the paperwork for the conveyance of the 28 Foster Street property at the cost of \$50,000.
- 2 capital requests for FY16 were submitted
  - Original Façade Main Street to be re-pointed \$41,600.00 – Approved at Town Council meeting 6/15 subject to the sale of some Real Estate
  - Parking lot re-surfacing \$37,220.00 – not determined

Projects still outstanding:

- Roof repair

- Gable End
- HVAC projects:
  1. RTU# 5                 \$2,625
  2. RTU# 1                 \$1,916
  3. AHU# 3                 \$1,838
- Drains to be installed in the first floor bathrooms
- Plaster on the inside wall near New Books area (needs to be done after the façade has been re-pointed)
- Quote received for the repair of the leather chair in the Reading Room of \$2350 from Furniture Plus in Worcester. The arms are wearing thin. The chair was donated in memory of Ray Capral.
- Painting of railings – in process
- Painting of the interior – especially the lower hallway

### **Centenary Book Project**

Navigator Graphics has completed the typesetting and design of *The First Century: Jacob Edwards Library 1914-2014*. Staff is working on the uploading of the manuscript to the online site IngramSpark and the eBook component. We were advised to print a sample copy(ies) to review before ordering a complete print run. A date for the book launch and reception to be decided.

### **Collections**

- The inventory project has now moved to the reference section. We are pleased with the progress.
- The library catalog now has its own URL [southbridge.cwmars.org](http://southbridge.cwmars.org) which will make it easier for patrons to find and remember. We are pleased with the promotional improvements that the C/WMARS network is making for the patron experience.

### **Children's Department**

School is out for summer, and the kids are flocking to the library. Summer Reading for all ages began July 1. There are a total of 126 children signed up! For every book read this summer, receive a raffle ticket – fill it out and enter to win one of the prize baskets on the display in the main hall! Winners will be drawn August 14.

- Julie Hurley, a music therapist was the first Monday night program of the summer 6/29. She presented an engaging program of camp songs, storytelling, and some games were played. There were about fifty-five people at the program, and lots of audience participation.
- The four-week *Sensational Movement* series with Gina Iadarola and Vickie Ludden, which being done in collaboration with the Kennedy Donovan Center and funded by a grant through Harvard Pilgrim Healthcare Employees, was deemed a big success.
- *Ecology of Sound* with Ricardo Frota was another great program. He came with a number of different instruments that he had made out of recycled objects and created the sound of the rainforest.

- The YMCA Daycare will be visiting on Tuesday and Wednesday this summer. The Tuesday group has a short storytime, playtime, and attends the movement program. The Wednesday group will participate in the craft program.
- Ed the Wizard did a great show on 7/20. He got here very early to set up and did some magic tricks for kids that were waiting for the show to start. During the show he used a lot of volunteers from the audience for his magic act. Ed the Wizard stayed after the show to talk to the kids, and showed them magic books from the collection that they can check out of the library.
- *Creature Teachers* presented a dynamic program about the rainforest. 10 different animals including a kinkajou, a macaw, a boa constrictor, and a tarantula from the rainforest were on show. Staff lost count after 108 people! Children got to hold the boa constrictor and the tarantula, which was pretty exciting.
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### **Felix Gatineau Bas Relief**

The dedication of the Felix Gatineau bronze bas relief was deemed a success. The event was organized in partnership with the Union St. Jean Baptiste. We would like to thank USJB and the Southbridge Historical Commission for their support of the permanent installation of this artifact.

The bronze of Felix Gatineau was donated by Union St. Jean Baptiste. Lecture on 6/24/2015 given by Dr. Claire Quintal, Professor Emeritus French Institute, Assumption College and Theodore Bartlett of Union St. Jean Baptiste presented interesting information on former state representative Felix Gatineau and his passion for and on behalf of the community.

Members of the Gatineau family from New Hampshire, Oregon, Connecticut, Rhode Island and towns in Massachusetts gathered for the reception.

As a result of the Felix Gatineau reception, one of the great nieces has been in touch and provided some family genealogy and photographs.

### **FOJEL**

The Artful Friends Raffle yielded \$575 - 115 tickets sold. Proceeds benefit the Friends of the Library. Raffle prizes include gift cards to local businesses, and artwork and crafts by local artists.

### **Grants**

A series of movement and dance programs funded by the employees of Harvard Pilgrim in conjunction with Early Intervention/ KDC was offered June 30<sup>th</sup> – July 14<sup>th</sup>. It was a very popular program. The numbers were boosted by the attendance of the YMCA Daycare children and those coming to have lunch at Project Bread. Thanks to the Southbridge Cultural Council for funding so many programs at the library.

### **Media and Social Media**

*as of today:*

1531 subscribers to the eNewsletter (Constant Contact)

636 “likes” on Facebook

2,232 JEL Website Page Views (July 1-July 28)

## **Meetings/Outreach**

*Voices with Choices*, an anti-bullying/self-esteem-building program led by You Inc is taking place on Thursdays, scheduled right around the lunch hour so that people who come for lunch can attend programs as well. Two facilitators meet with the kids in the Children's Room.

## **Memorial Donations**

Dr. James Martel presented the library with a walking stick with an engraved gold knob, owned by Felix Gatineau, in memory of his parents Courtland and Rita (Gatineau) Martel. We will work with USJB and the Historical Commission to find a suitable way of displaying this treasure.

## **Programs**

- Betty Sanders presented a program – Going Native: Using Local Trees and Shrubs on Thursday, May 28<sup>th</sup>.
- Elisabeth Hadad of the Worcester County District Attorney's Office presented a well-attended program on safety for senior citizens on Wednesday, 7/15. Ms. Hadad addressed online safety, awareness of scams targeting senior citizens, and identity theft issues. The Southbridge Council on Aging assisted with promotion.
- Folk duo Oakes & Smith performed their unique brand of folk music on Thursday, 7/16, sponsored by the Southbridge Cultural Council.

## **Proctoring**

Proctored an exam on 7/16 for a UMass Amherst student and 7/24 for Aspen U graduate student.

## **Project Bread**

Project Bread the summer food service began on Monday, July 6<sup>th</sup>. Southern Worcester County Educational Collaborative (SWCEC) students and a job coach staff the service in the Children's Room.

## **Schools**

- Children's Librarian visited Charlton Street School presenting the library's summer programming to all of the students. The kids and teachers are very excited about the different programs being offered by the library.
- School-assigned summer reading books have been in high demand – all 50 copies of the middle/high whole-school read (Sharon Draper's *Out of My Mind*) had been checked out within the first three weeks of summer vacation. The wait time for students putting them on hold is still quick – copies are still coming in within a week, so there are enough system-wide copies right now to fill the demand.

## **Staff**

Staff has completed sign off on Rules and Regulations

## **Summer Reading**

- At all times of the day we seem to have folks in the building to check out materials, have lunch, rest in a cool place, or participate in a program! The numbers are up as the YMCA Daycare has participated in many of our activities at the library.
- Summer Reading preparations continue, kick off will be July 1 for all ages, and will run through August 14. Reading lists have been received from most schools, and extra copies of assigned books have been ordered. Assigned books will be pulled out of the collection and kept on a designated shelf in the Main Hall for easy access by students.

## **Teen Programs**

- The Teen Summer Movie series continued on 7/21 with *Captain America: The Winter Soldier*.
- Andy & Veronica Fish hosted their Graphic Novel Workshop on 7/14, sponsored by the Southbridge Cultural Council, on the superhero theme.

## **Technology**

- The Malware issue was finally resolved but it took some time to figure out. Seven computers were purchased to upgrade the systems.
- Zinio – the library has started a subscription to an online database that has 50 popular magazine titles available.
- Visited Technocopia in Worcester to discuss possibilities of working with them to develop some programming.
- The network has upgraded JEL speed to be able to perform at 60M download and 4M upload.

## **Town Council**

I attended the Town Council meeting 7/20 and the General Government Sub Committee on 7/15 in relation to the request to de-accession the surplus computers, microfilm readers and Princeton Files.

## **Town Manager**

- The incoming Town Manager, Ronald San Angelo dropped by the library last week for an impromptu tour.
- Town Attorney has been working with the Board of Trustees on the Purchase and Sales Agreement and at the acceptable language for the deed restriction, the closings can then be finalized for 10 Wardwell Court and 28 Foster Street.
- The Town Attorney has crafted the paperwork for the conveyance of the 28 Foster Street property at the cost of \$50,000. Voucher processed.

## **Training**

Two sessions offered each day to accommodate staff alternating with desk coverage:

6/23 "*Power of Positivity*"

6/30 "*I Pay Your Salary*"

Nine staff attended the *Power of Positivity* training, presented by MIIA and eight staff attended the *I Pay Your Salary* workshop. Staff agreed that both trainings were very helpful.

## Volunteers

The ASPIRA student intern is doing well and working between the adult and children's department.

## Bicentennial

Photo to be selected for the Bicentennial Playing Card pack.

|                            |                                             |                     |                 |
|----------------------------|---------------------------------------------|---------------------|-----------------|
| month of July 2015 Exhibit | Katherine Smith artist of the month         |                     | Main Hall       |
| Tuesday 28                 | Knitting with Sonya                         | 10:30 am – 12:30 pm | Reading Room    |
| Tuesday 28                 | Teen Tuesday                                | 3 pm – 4 pm         | Pioppi Room     |
| Wednesday 29               | Crafty Wednesdays                           | All day – drop in   | Children's Room |
| Wednesday 29               | Super Kids                                  | 10:30 am – 11:30 am | Children's Room |
| Thursday 30                | Lego Club                                   | 3 pm – 4:30 pm      | Craft Room      |
| Thursday 30                | Curious Creatures^                          | 11 am – 12 noon     | Reading Room    |
| Friday 31                  | Toddler Time                                | 10:30 am            | Children's Room |
| Monday 3                   | Library Closed in honor of Independence Day |                     |                 |

|                              |                                                                        |                     |                 |
|------------------------------|------------------------------------------------------------------------|---------------------|-----------------|
| Month of August 2015 Exhibit | Diversity An International Poster Exhibit with Stephen Lewis           |                     | Main Hall       |
| Monday 3                     | Book Club: <i>This Boy's Life</i> by Tobias Wolf                       | 6:30 pm – 7:30 pm   | Reading Room    |
| Monday 3                     | <i>Juggling with Henry Lappen #</i>                                    | 6:30 pm – 7:30 pm   | Children's Room |
| Monday 10                    | <i>60<sup>th</sup> Anniversary of the 1955 Flood</i> with Dick Whitney | 6:30 pm - 7:30 pm   | Children's Room |
| Tuesday 4,11,18,25           | Knitting with Sonya                                                    | 10:30 am – 12:30 pm | Reading Room    |
| Tuesday 4, 18,25             | Teen Tuesday                                                           | 3 pm – 4 pm         | Pioppi Room     |
| Tuesday 11                   | Japescape Improv                                                       | 3 pm – 4 pm         | Pioppi Room     |
| Tuesday 4,11,18,25           | Lego Club                                                              | 3 pm – 4:30 pm      | Craft Room      |
| Wednesday 1,8,15,22,29       | Crafty Wednesdays                                                      | All day – drop in   | Children's Room |
| Wednesday 5,12,19,26         | Super Kids                                                             | 10:30 am – 11:30 am | Children's Room |
| Thursday 6,13,20,27          | Lego Club                                                              | 3 pm – 4:30 pm      | Craft Room      |
| Thursday 6                   | Reception for Art Exhibit                                              | 6:30 pm – 7:30 pm   | Main Hall       |
| Thursday 13                  | Library Box Office: <i>Life of Crime</i>                               | 6 pm                | Pioppi Room     |
| Thursday 20                  | Concert with Mark Mandeville and Raianne Richards#                     | 6:30 pm – 7:30 pm   | Reading Room    |
| Thursday 27                  | Healing Power of Meditation with Dr. Matthew Raider                    | 6:30 pm – 7:30 pm   | Reading Room    |
| Friday 7,14,21,28            | Toddler Time                                                           | 10:30 am            | Children's Room |

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|--|---------------------------------------------------------|--|--|
|  | No FOJEL or Trustees Meeting scheduled for August       |  |  |
|  | Project Bread Food Service Program will finish August 7 |  |  |

sponsored by : #Southbridge Cultural Council %Borgatti Fund &Employees of Harvard Pilgrim \* Lego Program Fund  
^ Project Bread