

TRUSTEES MEETING TUESDAY, MARCH 31, 2015

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Budget

I attended the budget summary presentation with Acting Town Manager to the Town Council. In FY16 the Library Circulation Assistant S-5 position/30 hours per week is not being funded and is eliminated. Three other positions: one in DPW, Fire and Police are also eliminated. One position at Town Hall will transfer to the School Department

Building/Capital Projects

Wel-Design has finally corrected the beam-switch that was erroneously showing up on the JEL plan. MPC completed the winter preventative maintenance program and have identified 3 separate projects that need attention. At today's meeting I am presented a request for funding support from the JEL capital account for some projects, many that have been in need of attention since the reconfiguration of the building in 2000. On February 20th a pipe in the baseboard heating system in Tech Processing was frozen. There was no insulation in the wall, MPC have added foam insulation and around the pipe. Additionally they added glycol to the system to prevent any future problems. Colby Fire Protection conducted the annual testing and I brought the sprinkler (wet system) in the closet off the Craft Room which is insulated but still has freezing temperatures there. For the past few years, staff has been instructed to keep this door open to prevent the sprinkler system freezing. Colby has submitted a quote to convert the wet system to a dry system in this closet area. There was a leak in the History Room and one on the brick façade on Main Street side of building. Photographs have been taken of the area and materials were removed. Larochelle Electric installed two electrical receptacles, in the Pioppi Room, to eliminate reliance on extension cords. Wire inspector has approved the work. DPW here to unblock two sinks on the main level.

Parking Lot

Monitoring of the parking lot continues in light of safety concerns. I have been in contact with the Deputy Chief at the police department and an officer has been here to observe the traffic in the parking lot around 4 pm when it can get very congested and even grid locked, at times. Cars are not parking in the designated areas. There have been three instances that I am aware of where it was alleged that a car door hit another car on 3/5, a car grazed against another parked car 3/6 and 3/18 keys locked into a car that was running and parked perpendicular to the lot and blocked 2 cars. Staff was required to move cars to facilitate those blocked in maneuvering to get out. I am waiting for an updated report from the Deputy Chief.

Technology

C/WMARS network service was down all day 3/23 and not restored until Tuesday morning. The problem was system-wide and related to a firewall tunnel issue. Baystate Technology here 3/20 and 3/28 doing updates on computers. A new switch is being installed as part of our contract with C/WMARS on April 7 which will make a significant impact on the operating speed of the computers. There is a major upgrade to the Evergreen ILS system planned during the Patriot's Day weekend and preparations are in place.

Collections

The next display will be a basketball display for March Madness. The collection is continuously analyzed and updated as new titles become available and time to weed out older titles, keeping pace with current information. The current focus is on periodical titles and evaluating the music CD collection which is about halfway to completion.

Children's Department

Focus has been on mapping out schedules until the end of the summer to figure out the staffing, taking into account summer reading and Project Bread and the elimination of the 30 h.p.w Library Assistant position in FY2016. The theme of the week 3/16, was Saint Patrick's Day, with a pot o' gold craft on Wednesday. Both storytimes focused on things that are green, with songs about frogs, and books like *Where is the Green Sheep* by Mem Fox.

Digitization

The digital image library - Digital Treasures - has moved from C/WMARS to Digital Commonwealth – www.digitalcommonwealth.org/. The new link is posted on the JEL webpage. At the moment I am preparing an application for a new batch of historical material to be submitted to the Boston Public Library as part of the Digital Commonwealth grant.

Programs

Professional Genealogist Charlene Sokal presented a program on tracing your female ancestors on March 19th. Geared towards Women's History Month, it was a well-attended presentation. Former Southbridge resident and professor Bob McMaster returns to present a book talk on his latest title *The Dyeing Room* on Thursday 3/26. I accompanied a group to the first Brown Bag concert of the season, at Mechanics Hall and taking the WRTA Bus. The library staff has been working with Recreational Department and the WRTA Bus Trainer to increase usage of the bus. Rt. 29 as it is deemed underperforming but is a relatively new route. Attendance at the monthly Library Box Office films continues to increase with more varied independent films from different distributors. A reception was held for the participating artists in the 11th Annual Women's Handwork Show on Thursday, March 5th. There is a great variety of artists and styles this year. A display of books for Women's History Month accompanies the display. The MA Commission on the Status of Women public hearing in the Pioppi Room was well attended by local advocates and agency representatives. A complaint was received from a patron regarding the noise emanating from the Reading Room during the Tuesday knitting program. The complainant called Town Hall and the Acting Town Manager responded to the patron.

Media and Social Media

As of today, we have 1,549 subscribers to the eNewsletter (Constant Contact) and 584 "likes" on Facebook. On Friday 3/27 there was a negative comment posted to the JEL Facebook page regarding lack of assistance received after-hours from staff when exiting the building, to jump start a patron's car.

Meetings/Outreach

I attended the Literacy Volunteers of Central MA board meeting. Area library directors met to discuss issues of mutual interest. I also attended the West Street School Library Advisory Committee. I participated in a conference call for the Digital Commonwealth's conference committee. I attended the quarterly Community Health Network Area 5 (CHNA5) meeting. I presented in a webinar Project Bread

FOJEL

The 3 day annual book sale 3/26-3/28 yielded \$727.89 and deemed a success.

Grants

Thanks to Trustee Robin Weber for providing a grant opportunity. The Children's Librarian and I met with Robin Weber of KDC to discuss partnering on a grant funded program that includes modification for younger children with Autism or other social/sensory disorders. This is an exciting opportunity to expand our reach and we are looking forward to offering these events to the community.

Staff

The 30 hour per week Library Assistant S-5 position has been eliminated from the operating budget. A staff member has been terminated while on probation. The position has been advertised. Senior staff met to figure out scheduling with staffing cuts. There are some proposals to change the health insurance and there have been many meetings to discuss.

Teens

The chess programs continue every second Saturday. We are hoping that more teens will stop by.

Town Manager

On Monday, I met with the Acting Town Manager to discuss a personnel matter. The property at 22 Foster Street sold for \$50,000. Acting Town Manager, Kevin Paicos has summarized the movement to date in the weekly report March 18-24:

"Blight Eradication Project – In addition to 44 Cohasee Street we are moving to demolish the property at 10 Wardwell Court as well. Both have been in process for some months now."

Training

I participated in the EAP training *Managing Diverse Team: Leveraging the Power of Culturally Fluent Leadership* on March 19th. Staff is experiencing an increase in difficult patron interactions. An elderly resident vociferously complained to a staff member when being charged for printing, on completion of a search conducted on the internet on his behalf. I have requested specific training via HR in this area of customer service.

Trustees

US Trust is filing the documents for Maureen Gullekson's appointment to replace the late Paulina Dacoles. Beth Cournoyer was appointed by the Town Council at the meeting March 23. Beth is replacing Fr. Peter Joyce as Trustee. There is one other vacancy to replace James Dyer, the Education and Health Sub Committee will be discussing at its next meeting.

Volunteers/Tax Abatement

A discussion with Southern Worcester County Educational Collaborative (SWCEC) on their weekly volunteer hours and staffing the Project Bread program during the summer was conducted earlier in the month.

Closings

The library will be closed on Monday April 20 in honor of Patriots Day.

Month of MARCH Exhibit	Women's Hand Work		Main Hall
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Tuesday 31	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 31	Teen Tuesday	3 p.m. – 4 p.m.	Pioppi Room

Month of APRIL Exhibit	<i>Artistic Women</i> with Carole Bentley, Margery Cook, Mary Kay Ebersold, Jane Stendrup, and Michele Loftus-Trzcinski, all members of the <i>Massasoit Art Guild</i> .		Main Hall
Monday 6	Book Club: <i>In the Blood</i> by Lisa Unger	6:30 pm – 7:30 pm	Reading Room
Monday 6	Hora de Cuentos	6:30 pm – 7:30 pm	Children's Room
Monday 13	YMCA Art Reception followed by Story Hour	6 pm	Children's Room
Monday 27	Pajama Story Hour	6:30 pm – 7:30 pm	Children's Room
Monday 27	Friends of JEL <i>Annual Meeting</i>	6 pm – 6:30 pm	Reading Room
Monday 27	JoyCo Concert	6:30 pm – 7:30 pm	Reading Room
Tuesday 7,14,21,28	Knitting with Sonya	10:30 am – 12:30 pm	Reading Room
Tuesday 7,14,21,28	Teen Tuesday	3 pm – 4 pm	Pioppi Room
Tuesday 21	<i>At the Sea Shore</i> with Michael Glaser%	3 pm – 4 pm	Children's Room
Tuesday 21	Trustees Meeting	12 noon	Mills Room
Tuesday 28	<i>Soap Making</i> with Sue McGrath/Fernwood	11 am – noon	Pioppi Room
Wednesday 1,8,15,22,29	Crafty Wednesdays	All day – drop in	Children's Room
Wednesday 1,8,15,22,29	Super Kids	10:30 am – 11:30 am	Children's Room
Thursday 2,9,16,23,30	Lego Club	3 pm – 4:30 pm	Craft Room
Thursday 2	Artist Reception – <i>Artistic Women</i>	6:30 pm – 7:30 pm	Main Hall
Thursday 9	Library Box Office: <i>Ilo, Ilo</i> In Mandarin & Tagalog w/ English subtitles	6 pm	Pioppi Room
Thursday 16	<i>Poetry in the Round</i> with Brad Davis and Friends*	6:30 pm – 7:30 pm	Reading Room
Thursday 23	<i>Artisan Bread Making</i> with Susan Cornetta*	6:30 pm – 7:30 pm	Reading Room
Thursday 30	Music by <i>Doolin#</i>	6:30 pm – 7:30 pm	Reading Room
Friday 3,10,17,24	Toddler Time	10:30 am	Children's Room
Saturday 4,11,18,25	Lego Club	10 am – 12 noon	Craft Room
Saturday 18	Spectacular Science by Kosmic Kelly&	11 am – 12 noon	Children's Room

Saturday 4,18	Teen and Tween Chess Club	10:30 am – 12 noon	Main Hall
Monday 20	Library Closed in honor of Patriots Day		

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