

# **TRUSTEES MEETING      TUESDAY, NOVEMBER 24, 2015**

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

### **Budget**

- Annual financial report for the state was submitted. Expect that State Aid award will be announced mid-December.
- Maintenance and repairs budget has already been encumbered. Will need to use state aid for any future unanticipated projects.

### **Building/Capital Projects**

- Met with senior DPW staff to review the repairs and maintenance plan and staffing
- DPW did a temporary repair on the roof where there was a leak.
- Bertin Engineering conducted an inspection of the roof, gutters and façade. Provided the scope of work for the invitation to bid.
- Bids were reviewed and P and P contracting will start the roof repair on Wednesday, December 2<sup>nd</sup>.
- Sewer dept found some small alcohol bottles when conducting maintenance on the sewer. Staff was advised this could potentially clog the system.
- DPW repaired a desk drawer and plaster on the Pioppi Room wall.
- The custodian has completed
  - the painting the staff room.
  - Pioppi Room almost finished.
  - Power washing of foundation and concrete has been completed.
  - New steam cleaner has been purchased and most of the upholstery has been cleaned.
- Received notification from White Water as a result of the Cross Connection Survey, finding that JEL needs to install a containment device/back flow shut off. In discussion with DPW and a quote has been requested from MPC.
- The winter Preventative Maintenance has been started by MPC. The following HVAC projects will also be done at this time
  1. RTU# 5            \$2,625
  2. RTU# 1            \$1,916
  3. AHU# 3            \$1,838
- Requested a quote from MPC to install drains in the first floor bathrooms to prevent flooding.
- Custodian has painted some of the cast iron fence around the perimeter of the property – five sections of fence completed. This project will resume in the spring.
- New refrigerator has been purchased from State Aid for the Staff Room

### **Centenary Book Project**

Manuscript has been uploaded to IngramSpark. 500 print copies ordered. eBook has also been uploaded.

### **Children's Department**

- Children's Librarian position vacant. Staff has been given some extra hours to cover some of the gaps in coverage. Staff from other departments covering as well.
- Donation from Borgatti \$1200 for children's programming
- Organizing circulation area in the Children's Room
- Halloween is a popular holiday and there were thematic displays throughout the library. In the Children's Room spooky stories were enjoyed by the kids.
- Decorated the room with a Thanksgiving theme
- The month-long black cat scavenger hunt has wrapped up.
- Preparations are being made for the annual gingerbread house making and the decorating of the library

### **Collections**

- Evaluation of the nonfiction collection continues, and has now reached the 600's.
- Donation from disability commission \$150 for purchase of DVD
- DVD inventory completed. The catalog of items is being reviewed.
- Transition from one periodical vendor (EBSCO) to a new one - BASCH went very well. The administrative side is now fully online.

### **FOJEL**

- Friends of JEL has a holiday themed book sale
- Holiday concert with the SMH Band under the direction of Dr. Garcia scheduled for 12/21. Door prizes will be offered!

### **Grants**

- Met on a few occasions with CDBG grant partners YMCA and Council on Aging to plan the programs for the year
- Submitted grant proposal to Savers Bank for funding of 2 benches on Main Street. Have received a positive response from the president and the item is on the agenda for the next board meeting for a decision.
- Submitted grant proposal to American Library Association for a traveling exhibit and lecture on Native Americans

### **Interlibrary Loan**

- Delivery problems experienced with Interlibrary Loan. MLS is working to correct.
- Completed survey for Massachusetts Board of Library Commissioners on future budget priorities and funding levels.

<b>MA Library System Survey</b>	<b>October 19 – 23, 2015</b>
Bins Received at JEL	20
Bins Sent	16
# of items sent	618

# of items delivered in error to JEL	9 (on two days)
--------------------------------------	-----------------

## Media and Social Media

*as of today:*

1,523	subscribers to the eNewsletter	(Constant Contact)
670	"likes" on Facebook	
2,225	JEL Website Sessions	(October 1 - 31)

## Meetings

- Attended the Library Advisory Committee at West Street School. Provided copy of JEL's Long Range Plan for reference for WSS Librarian as she will be starting the process there.
- Adult Services Librarian and Director attended the Massachusetts Library System Annual Meeting on Monday, 11/2 at College of the Holy Cross.
- Attended the educational forum on alcohol and substance abuse 11/4

## Museum Passes

- Two complimentary passes have been received from the MA Park Service as it is their centenary year and are celebrating by inviting more

## Outreach

- Elder Services of Worcester (ESWA), City of Worcester Council on Aging and Centro conducted a successful 6 week series to Spanish speakers called *Tomando La Salud en Tus Maños*. The program is designed by Stanford University and 14 students completed all requirements and graduated from the program. It is hoped to offer the English version of the program in 2016.
- Provided flyers to QCC for their *Winter Wellness Workshop* to promote our services and programs to their students.
- Completed a survey for MA Higher Education Consortium (MHEC) for purchasing
- Attended the 125<sup>th</sup> anniversary of the MA Board of Library Commissioners at the State House on 11/4
- Participated in the tour of Putnam along with other Southbridge officials. I contacted the librarian there on 11/6 to discuss areas of mutual interest and start to establish a connection.

## Programs

- Thanks to the Community Access Cable TV the library now has a camera to record programs. Once the production is completed the presentations will be broadcast on cable which provides a wider audience for the JEL programming.
- MA Society of Genealogists (MSOG) sponsored a talk presented by Charlene Sokal on using genealogy periodicals in your research on 10/29.
- Staff is very pleased with the turn out for our *Coloring for Grown-Ups* group on 10/21 and 11/18 all enjoyed it and seemed eager to return. Interest expressed from more patrons, so we

anticipate a growth in numbers in the coming months. In libraries across the country, coloring has become a big hit.

- *The Salem Witch Hysteria*, sponsored by the Southbridge Cultural Council and Friends of JEL, filled the Reading Room to capacity (and then some) with 52 attendees. The Delvena Theater Company put on an engaging performance with audience participation, and spoke expertly about the history of the Salem Witch Trials following the performance. *Southbridge Evening News* covered the event.
- Money Matters International presented a program on credit scores and using credit on 10/26. The program was sponsored by Southbridge Savings Bank.
- Krosslink – the peer to peer network for entrepreneurs will hold its first public meeting at JEL on December 3<sup>rd</sup> and the first Thursday of each month thereafter. Supporting this effort is the Chamber of Commerce, Economic Development, SCORE, Quaboag CDC and Krosslink founder Venkat Kalluri
- Opening reception was held on Thursday, 11/5 for Frank White's exhibit of *Making the Cut: Decorative and Functional Woodturnings*. His work will be on display throughout the month.
- Offered a program on reverse mortgages, presented by Money Matters International and sponsored by Southbridge Savings Bank.
- Ed Hood, Executive Director of Opacum Land Trust provided a very interesting talk on the historical landscape of Southbridge. The program was well attended and followed by a lively Q&A

#### **Proctoring**

- Proctored an exam on Thursday, 10/22
- Proctored 2 exams on Thursday, 10/29.
- Test proctoring continues to be a much-requested service. Proctored online exams on Monday, 11/9 and Tuesday, 11/10.
- Proctored an exam for the Maryland School of Sailing & Seamanship on 11/13 and 11/16.

#### **Recruitment**

- HR specialist has posted the vacant Children's Librarian position. Staff is reviewing the applications and interviews will be scheduled.

#### **Research**

- Arranged for duplicate copies of the 35 mm microfilms of the Southbridge Press, Journal and Herald.
- Worked with researcher Ed Hood on the historical aspects of the Southbridge landscape in advance of his presentation
- Genealogist who conducted some research at JEL has followed up with a donation of some family correspondence on the Sansoucy/Harpin family during their time in Southbridge (approximately 2 years). She kindly provided the English translation as well.

#### **Schools**

- Attended the first meeting of the academic year of the West Street School advisory committee.

- Summer reading was much smoother this year and obtaining the required reading lists in advance of school closing and library budget closing out, was very helpful.
- JEL is one of the resource links from the Parent Resources section on the school website.

### **Staff**

- Staff attended the orientation for the job classification study by HRS consultants. This study is being conducted throughout the town's non union employees.
- Staff has completing the position analysis questionnaires (PAQs) and were reviewed by library director. Subsequently staff were interviewed by the HRS consultants. Report being prepared for presentation to the Town Manager and Town Council.
- Farewell reception in the Children's Room 11/2 for Betsy Vecchi, Children's Librarian who is leaving (11/4) for a position in New Hampshire. A number of patrons dropped in to have some cake and say goodbye. Many of the kids had made cards.
- Winter decorating has begun! Staff has created many unique decorations with a library theme to participate in the Holiday Decorating event.

### **Teen Programs**

- *The Hunger Games Survival Course*, sponsored by the Southbridge Cultural Council and presented by Animal World Experience, was held on Tuesday, 11/17. Due to the popularity of the topic the participation was higher than usual for teen programs.
- Screened the movie *Disturbia* for Teen Friday on 10/30

### **Technology**

- American Alarm reviewed the surveillance system and will be providing a quote
- Charter upgraded speed from 60M /4M to 100M/7M at no cost to the library.

### **Training**

- Staff continue to assist patrons with accessing eBooks and learning about the new features

### **Trustees**

- Trustees meeting cancelled for October. Meeting cycle changed to the 4<sup>th</sup> Tuesday of each month, starting in November.

### **Volunteers**

- Met with Center of Hope staff on a few occasions to discuss a volunteer vocational program. The members will be at JEL on Fridays for 3 hours each week, to assist staff with tasks.
- The five senior tax abatement personnel have all completed their hours for 2015

### **Bicentennial**

- Tickets for the Bicentennial Gala event are available at JEL

Month of December 2015 Exhibit	Gingerbread Houses made at the program on December 3rd		Main Hall
-----------------------------------	--	--	-----------

Monday 7	Book Club: My Father's Wives	6:30 pm – 7:30 pm	Reading Room
Monday 21	Southbridge MHS Band Concert under the direction of Dr. Garcia ** Door Prizes**	6:30 pm – 7:30 pm	Reading Room
Tuesday 1,8,15,22,29	Knitting with Sonya	10:30 am – 12:30 pm	Reading Room
Tuesday 22	Trustees Meeting	12 noon	Mills Room
Wednesday 2,9,16,23,30	Crafty Wednesdays	All day – drop in	Children's Room
Wednesday 2,9,16,23,30	Super Kids	10:30 am – 11:30 am	Children's Room
Thursday 3,10,17,24,31	Lego Club	3 pm – 4:30 pm	Craft Room
Thursday 3	Recalling Major Fires of Southbridge with Dick Whitney	6:30 pm – 7:30 pm	Reading Room
Thursday 3	Krosslink – inaugural meet up for Entrepreneurs	6 pm – 8 pm	Pioppi Room
Thursday 3	Make Your Own Gingerbread House	2 pm – 3 pm AND 6 pm – 7 pm SIGN UP Required	Craft Room
Thursday 8	Library Box Office: <i>The Future</i>	6 pm	Pioppi Room
Friday 4,11,18	Toddler Time	10:30 am	Children's Room
Saturday 5,12,19,26	Lego Club	10 am – 12 noon	Children's Room
Thursday 24	Library Closed ½ day	Closed at 1 pm	
Thursday 25	Library Closed		