

TRUSTEES MEETING TUESDAY, APRIL 26, 2016

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Budget and State Aid

- Operating budget of \$497,752.00 has been approved by Education and Human Services (EHS) sub committee and is recommended to Town Council.
- The Capital budget for \$125,000 was approved by Town Council 4/25

Building/Capital Projects

- The building has been reviewed by an energy consultant. Contract has been approved by the Town Council. Work throughout town buildings will commence soon. Waiting to hear when JEL will be scheduled for upgrade.
- A complete assessment of the property and campus has been conducted by FAA Consulting (grant funded) and a report is pending. An interim list of priorities was released on request and assisted in determining the project scheduling.
- A considerable amount of time has been spent on contacting contractors and obtaining information about projects for the Capital requests.
- Assistance from Garland Company Inc. in preparing assessment report on the building has allowed us to present successful requests at Sub Committee and Town Council. The DPW administration has been very supportive and provided this introduction.
- Submitted a Capital request of \$125,000 to work on replacement of internal copper gutters and some of the windows in the 1914 and 1966 structures. Approved at General Government Sub Committee meeting 4/12 and recommended to Town Council. Town Council approved 4/25
- The low water cut-off on one of the boilers needs to be replaced. Quotes requested
- Working on quotes for repair of the leather button tufted wing chair. This chair was donated by the Alexander and Maureen Prokos family in 2004 in memorium of Ray Kapral.
- DPW has sent an assistant from the Center Of Hope program to work the custodian. He will work 10-15 hours per week. Working on clean-up for the May 14 BiCentennial Parade.
- Bulbs were replaced throughout the building.
- DVD cleaner is fully operational again – brushes were replaced.
- Gas odor detected 4/15. Fire Department called and building evacuated. Deemed a 'system burp'. On 4/19 odor detected again and National Grid emergency response technician came here and her test was inconclusive. MPC – the HVAC company was requested to do a system assessment and replaced a valve in the system.
- MPC conducted the annual preventative maintenance and identified some parts that need to be replaced. Parts are on order and will be installed once available.

Children's Department

- The library is partnering with Recreation Department to present a program at the library for Bike Month in May. Steven Roenfeldt will present a Bike Maintenance program in the Pioppi room on Monday, May 5, from 6:30 – 7:30 pm

- School liaisons have assisted with translation of the monthly program schedule. Vacation Week schedule was sent out via the schools.
- Recording attendance in the Children's Room to document busiest times of day with a view to plan staff time effectively. Afternoons after school are continuously busy.
- The Children's Room was busy throughout school vacation week as we interviewing for replacement staff. Three special programs were offered: a collage making craft, Dennis Vanasse M Ed. and author of *ADHD: Can't Sit Still* book will present on 4/21 (deferred due to illness) and Springfield Symphony will present *Musical Petting Zoo* on 4/22. The latter funded by a grant from the Borgatti Fund at Greater Worcester Community Foundation.
- In April each year we host two art exhibitions – one in the Children's Room from the YMCA Daycare which focuses on *ReUse/ReCycling* and is always fun to see the creative use of materials. A reception for the young artists will take place on Thursday, 4/14.
- YMCA Day care held their art show reception was held on Thursday evening, 4/14. There was a big turnout in support of the students.
- DCF made the decision to suspend all family visits JEL on 3/15, until further notice, as a result of information we provided to the manager at the Whitinsville facility regarding safety and behavior during visits. DCF staff will receive additional training and the manager will get in touch before visits resume.

Collections

- Evaluation and inventory of the non-fiction collection has reached the 800's. Working on mystery inventory as well. 20 titles discarded from the children's collection due to wear and tear.

Donations

- A portrait of Jedidiah Marcy (1794-1897) Oil on Canvas 30 x 24 3/4" was donated to the library by the Family of Dorothy and John Seabrooke. Ms Dorothy Seabrooke grew up in Southbridge according to her granddaughter Marianne Huger Thompson who signed the Deed of Gift. The arrangement was facilitated by Caitlin Emery, Curatorial Director, OSV. Arrangements are being made to have it hung in the Main Hall.
- Savers Bank provided a grant for the purchase of 2 benches for Main Street. The DPW installed the benches 4/13. A refurbished bench was installed last week in the area near the bus stop. Working on verbiage for a small plaque on each bench.

FOJEL

- The Friends of Jacob Edwards Library conducted the annual booksale end of March and \$630 was collected.
- Annual meeting will be held Monday April 25th at 6 pm in the Reading Room, followed by a jazz concert with JoyCo.

Grants

CDBG - *My Life My Health* in February and March has 11 participants. Feedback is good

- Successful program for seniors being offered by Tri Valley as part of the CDBG program that the library, YMCA and Council on Aging are partnering in. This current program is full but a new series will be considered if there are enough on the waiting list. A new series on Mindfulness, presented by Janet Fontana, will start in mid April as part of the same grant.

Literacy Volunteers

- Participated in the By Law Sub Committee meeting 3/17
- Annual Literacy Recognition event 4/14 in the Reading Room was well attended and deemed a success.

Long Range Plan

- The staff is already preparing for focus groups and gathering the data prior to conducting the 5 year study and outlook. Request for some funding for a consultant to conduct the analysis and act as project manager, and for the refreshments etc will be prepared for next meeting. Anticipate filing in October 2016. However, depending on staffing this date may have to be reviewed.

Media and Social Media

as of today:

1,541	subscribers to the eNewsletter	(Constant Contact)
737	"likes" on Facebook	
2,578	JEL Website Sessions	(March 1 – March 30, 2016)

- Cable Access Department has taken the footage of Thomas Daly's Norman Rockwell talk from the camera and will convert to DVD.

Meetings

- Met with Garland Company, building envelope solutions to develop some proposals on the building.
- Attended the 10th Digital Commonwealth Conference at Holy Cross 4/5 where two nationally recognized speakers addressed "*Challenges and Opportunities for Aggregating Digital Collections*" and "*Reflections on the Purpose of Archives in the Digital Era*"
- Area Library Directors meeting 4/12 - open to all library directors in Central MA to discuss topics of mutual interest.
- Attended Council of the Whole 3/31 regarding the Operating Budget FY17.
- Attended Education and Human Services 4/7 to discuss Operating Budget request for FY17;
- Attended General Government to discuss Capital Budget Request FY17. The assistance and cooperation received from other departments is appreciated.
- Attended Town Council meeting 4/25 in support of the Capital budget request.
- Met with Marcia Szymanski of New Hope 4/12 to discuss areas of mutual interest. The library is hosting the Clothesline Project. April is Sexual Assault Awareness month.
- Attended Southbridge Business Association 3/23; Walktober/TLGV Planning 3/28

Outreach

- AARP Tax Preparation appointments all filled and service finishes on 4/4. Staff has supported this program by scheduling appointments and providing a courtesy reminder to follow up prior to an appointment.

Programs

- *Dr. Manisha Sinha, Professor and Graduate Program Director W.E.B. Du Bois Department of Afro-American Studies and History, UMass* presented a program and book signing on her book **The Slave's Cause on March 24th at 6:30 pm**. The book is receiving critical acclaim in the New York Times, Boston Globe, Wall Street Journal and this week the author was interviewed on NPR's Diane Rehm's radio show.
- *Thomas Daly of the Norman Rockwell Museum* presented a program on the Rockwell's work with particular reference to the advertising done for companies such as the American Optical. The program took place on **Thursday, March 31st at 6:30 pm**.
- The book club did not meet on Monday, April 4 due to inclement weather (snow!)
- UMass Medical and Mass Health conducted an informational session on the One Care program for the disabled in the community.
- The final meeting of the Chronic Disease Self Management Workshop (a CDBG funded partnership with the YMCA and Tri-Valley) was held on Friday, 3/25. Due to its popularity, another series is planned.
- Mindfulness, a five week series commenced on 4/15 with presenter Janet Fontana of Spectrum Lifeworks. This program is also presented through the CDBG grant partnership.
- Presented orientations for 2 English 102 classes from Quinsigamond Community College on Thursday, 4/14.
- The Library Box Office continues, and the new brochure for the next 6 months is available.

Research/Archive

- Ordered some materials to continue the organization of the History Room.

Safety and Security

- The police have been visiting the library as part of the downtown beat and creating a feeling of greater security and visibility.

Schools

- Summer Reading lists have been requested from area schools.

Staff

- Recruitment for two 10 hours per week Library Aide positions has been completed. Katherine Davis and Danielle Plue have been hired to work in the Children's Room.

Summer Reading

- Some Summer Reading Lists have been received from the area schools (West Street and Charlton Street). We want to ensure we have the materials required for the schools and hope to have all lists soon in order to facilitate acquisition.
- Old Sturbridge Village has provided free tickets for visitors to be used as Summer Reading Program prizes.
- Free Bruins Blades visit application completed and sent.
- Request to include a teen from California in our teen summer reading program!
- Summer Reading Program 2016 theme is sports related *"Ready, Set Read"*

Survey

- Participated in the MA Library System Delivery Survey 3/22 – 3/29

Technology

- Two C/WMARS staffers visited 4/6 to conduct an assessment of the hardware and software in use and will be assisting with some upgrades. The print and time management system will be upgraded 4/27

Training

- Staff attended a Customer Service training provided by MIIA, at no cost to the town and arranged by the HR Specialist. Board of Trustees provided luncheon for staff.
- Three staff participated in eMIIA webinar *Customer Service in High Conflict*

Trustees

Volunteers

- Center of Hope continues a weekly volunteer session on Fridays where a job coach will work with four Center members to complete tasks assigned by the Circulation Supervisor.
- Southern Worcester County Education Collaborative continue to provide volunteer service hours on Thursdays during the school year.
- The five senior tax abatement personnel have returned and are assisting for 65 hours each during the year.

WRTA/CMRPC

- There is a grant of just over \$3,000 for Southbridge and the library will have a bike rack and Fit-It Station installed on the Main Street side of the building which will contribute to a more recreational-friendly community and hopefully in time for Bike Month which is celebrated in May.

Bicentennial

- JEL hosted a reception on Monday April 11th at 6 pm . The map offered by Bridgewater State University faculty and students to the Town of Southbridge in honor of the bicentennial will be presented in the near future. The university has been doing this project for all towns throughout the commonwealth that are celebrating significant historical dates.
- Advertisement has been paid for in the book. Working on creating the verbiage/graphics .
- Preparations are underway for the Bicentenary Parade. The Summer Reading theme of Sports and Recreation will our costume theme. Flyers have been made inviting the community to march with JEL in the parade.
- Participated in the C/WMARS survey on interest in the development of a mobile app for the library catalog.
- Complete records of Digital Treasures provided by C/WMARS have been sent to Boston Public Library for upload, to ensure that all records are available through the Digital Commonwealth portal.
- Friends of JEL Annual Book Sale was held from Thursday, 3/24 – Saturday, 3/26.

