

TRUSTEES MEETING TUESDAY, JUNE 21, 2016

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Building/Capital Projects

- A second review (more targeted) of the building was conducted 6/20 by an energy consultant and accompanied by the DPW Director. Contract has been approved by the Town Council. Work throughout town buildings will commence with Town Hall next week. The schedule for other buildings, including JEL has not yet been published.
- Working with DPW Director and Garland Company Inc. in preparing a Scope of Services in preparation of issuing an Invitation To Bid on the internal gutters/coping on the 1914 section of the building.
- The low water cut-off on one of the boilers has been replaced. There are two other projects that have been identified in the preventative maintenance survey have been repaired earlier in the month. The library has all the HVAC work completed.
- 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.
- A complete assessment of the property and campus has been conducted by FAA Consulting (grant funded) and a report has been submitted. Throughout the process I made comments. The Facilities Assessment report was presented at Town Council 6/20/2016, this will be the road map for capital funding and for future planning of the building and property.
- DPW has installed the donated portrait of Jedidiah Marcy and moved one of the existing portraits to facilitate.
- Custodian (and DPW) working summer hours – 6 am to 4 pm Monday through Thursday.
- Custodian working on stripping and waxing of the vinyl tile floors on the lower level last week. Painting of the metal perimeter fence has resumed this week.

Children's Department

- Staff is all working to cover the hours in the Children's Room due to the vacancies. The flexibility and problem solving skills of the staff are appreciated.
- School visits to promote Summer Reading Program have been completed . I addressed the students at the three public elementary schools. This was an opportunity to promote the services that will be available to the community during the summer months, including lunch from 6/27 – 8/5 from 11 am. to 1 pm.

Collections

- Evaluation of the non-fiction collection continues, and work on the 900's has begun. Biography Inventory complete/ began Q books inventory.

Donations

- Savers Bank provided a grant for the purchase of 2 benches for Main Street. The DPW installed the benches 4/13. DPW installed a small plaque on each bench. Project completed.

FOJEL

- Friends of JEL organizing an event as part of the international Knit-In-Public day, at the town common on Saturday 6/18 from 11 am to 3 pm. I attended and the JEL Banner was displayed and photos posted to Facebook

Grants

-

Literacy Volunteers

-

Long Range Plan

- Two consultants have been contacted Deb Hoadley and Joan Menard and the proposals are presented separately at today's meeting.

Media and Social Media

as of today:

1,532	subscribers to the eNewsletter	(Constant Contact)
747	"likes" on Facebook	
2,418	JEL Website Sessions	(May 1 – May 30, 2016)

Meetings

- Invited to meet with Australian delegation from Zeiss at the Optical Heritage Museum 6/3 and discussed digitization of optical materials among other topics.
- Attended Town Council 6/20 where Facilities Assessment Report was presented

Outreach

- School visits to Charlton Street 6/2 , West Street 6/9 and Eastford Road 6/14 have been made to promote Summer Reading.
- Coordinating with *Center of Hope* and *Southern Worcester County Educational Collaborative* to arrange for staffing of the Summer Food Service program that will be offered 6/27 to 8/5.
- Participated in the *Acorn Adventure* Sunday 6/12. The hike was conducted through McKinstry Brook area - and was presented as part of the Bicentennial events offered by *The Last Green Valley*.

Proctoring

- Adult Services Librarian proctored an exam for a University of Maine student on 6/9.

Programs

- Due to the success of the first series, the Chronic Disease Self Management Workshop (a partnership with the YMCA and Tri-Valley) a new series began 5/18.
- The Library Box Office continues, and the new brochure for the next 6 months is available.
- Thematic displays in all departments have been updated – in June we are focusing on displaying Summer Reading materials, Father's Day and Oversize books.
- Lively meeting of Krosslink – the network for entrepreneurs. Presentations were well received.

Research/Archive

- Re- organization of the History Room continues.

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.
- Reminded the Police Chief of our request for safety training at JEL. It is on his radar and we are just looking for a suitable date to conduct the training.
- Custodian found two hypodermic syringes on the library property. A Sharpes box has been obtained to safely dispose of these items.
- I found a 4" fully extended knife in the parking lot. Reported to PD and Officer Beinema came by to retrieve and dispose.
- I have identified a possible grant of \$5,000 that can be used towards the upgrade of the camera system. It does not open until the new fiscal year and I hope we will be successful in our application.

Schools

- Library Director conducted the school visits in the absence of a Children's Librarian
- The books for all of the local schools, as well as school choice districts, have been pulled and are on display. Some of the suggested reading lists arrived late so are still being processed. Books will be supplemented through Interlibrary Loan as well.
- Attended Career Day at Charlton Street School 6/3
- Attended Community Appreciation Day at West Street School 6/10

Staff

- Staff vacancies Children's Librarian and 10 h.p.w. Library Aide position have been posted by HR Specialist. The applications will be reviewed next week and hopefully we can schedule interviews.

Summer Reading

- Summer Reading Program 2016 theme is sports related "*Ready, Set Read*" Final preparations are underway. Pre-Registration starts 6/23 and 6/24.
- SRP officially kicks off on 6/27 with a concert by Jay Mankita at 6:30 pm.

- SRP has a teen and adult component as well.

Technology

- Staff at JEL is working with C/WMARS to upgrade the system.
- Time and Print Management software (Envisionware) was updated to latest version.
- Received a few notifications of Copyright Infringements from the network. Computers are checked for files and copyright obligations clearly posted.
- Network is no longer permitting credit card transactions via staff software. Patrons can still use the OPAC (online public access catalog) to process payments.

Training

- On 6/9, Tech Processing Librarian attended a cataloging workshop at CWMARS in Worcester. 33 libraries were represented. Demo of Evergreen WebClient (Not to begin until Spring of 2018) was the highlight of the program.

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. Have requested more Senior assistance from the Council on Aging Director.
- A new volunteer has started in the Children's Room and has a strong interest and connection with children's literature and early childhood education so we are pleased to welcome her.

WRTA/CMRPC

- 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. It is anticipated that the bike station will be installed by July and that the Recreation Director Steven Roenfeldt will do a Bike Maintenance Demonstration to launch the new station.

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 in touch to organize another date for the presentation of the finished map and we are waiting on the Bicentennial Committee to decide if they would like to arrange another date or not. The student from Bridgewater State has been in touch again but I am deferring to the Bicentennial Committee for a response.

