

TRUSTEES MEETING TUESDAY, MAY 24, 2016

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Budget and State Aid

- Operating budget of \$497,752.00 was approved by Town Council 5/23.
- 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 draft report has been issued. An interim list of priorities was released on request and assisted in determining the project scheduling. I have commented and returned the JEL section.
- Working with DPW Director and Garland Company Inc. in preparing a Scope of Services in preparation of issuing an Invitation To Bid
- The low water cut-off on one of the boilers needs to be replaced. There are two other projects that have been identified in the preventative maintenance survey . All quotes have been approved. Waiting for MPC to schedule the work.
- 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 another assistant from a social service program to work the custodian. He will work 10-15 hours per week for the next two weeks.
- Bathroom on 1st floor overflowed – no floor drain in place. On to-do list.
- Bathroom signage (ADA Compliant including Braille) has been changed to reflect non gendered restrooms.

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.
- The library partnered with Recreation Department to present a program at the library for Bike Month in May. Steven Roenfeldt presented a Bike Maintenance program in the Pioppi room on Monday, May 5, from 6:30 – 7:30 pm. Attracted a lot of interest.
- Scheduled some school visits to promote Summer Reading Program and 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.
- 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.
- In May each year we host an exhibition by the students of Charlene Cloutier of West Street. This year the landscape painting of Grade 5 is being showcased. A reception was not held at the request of the teacher.

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

- Annual meeting was held Monday April 25th at 6 pm in the Reading Room, followed by a jazz concert with JoyCo. The ongoing support from the FOJEL is much appreciated and allows us to have such a wide-ranging of programs to offer the community.

Grants

- 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, started in mid April as part of the same grant and has been successfully completed, as well.

Literacy Volunteers

- Due to illness the service had reduced hours this past week. Service has resumed regular hours 5/23

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:

1,531	subscribers to the eNewsletter	(Constant Contact)
746	"likes" on Facebook	
2,475	JEL Website Sessions	(April 1 – April 30, 2016)

- Cable Access Department has provided a DVD of the Master Plan Presentation by the Town Manager 5/12

Meetings

- Attended Town Council 5/23 regarding the Operating Budget FY17.

Outreach

- JEL is registered for the annual Community Baby Shower. Friends of JEL has graciously provided a gift basket for the raffle in the amount of \$75. Library Director will deputize for Children's Librarian

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.
- 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. The series finished on 5/13 and all attendees agreed how beneficial the training was. The library has materials on the topic of Mindfulness for patrons to borrow.
- The Library Box Office continues, and the new brochure for the next 6 months is available.
- Thematic displays in all departments have been updated – May is Bike Month, Mother's Day, Gardening
- May's featured artist is Suzanne Staubach of Willow Tree Pottery. An opening reception was held on Thursday, 5/5, and the Southbridge Evening News attended to interview Suzanne.
- Aaron Larget-Caplan performed his classical guitar on 4/28 thanks to a grant from the Southbridge Cultural Council. The program was videotaped for Cable Access, and the camera will be sent over to the department this week for transfer of the film.
- Lively meeting of Krosslink – the network for entrepreneurs. Presentations were well received.

Research/Archive

- Re- organization of the History Room continues.
- Donation of some materials from Mr. Zebryk from the Bill DuPaul family
- Donation of some materials from Cecelia Bray of Union CT from her family who lived in Southbridge

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 (5/24) 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.
- Due to theft, the newspapers have been moved from the Reading Room to an area contiguous to the Information Desk.
- Patron's bike was stolen from the bike rack. Reported to the Police who found and returned the bike.

- Grade 5 student in the library during all our opening hours. Contacted West St School. They were aware that student was not in school and would not be for a period. He returned to school on Friday 5/20

Schools

- *Reach out and Read* at Eastford Road School preschool very successful.
- Summer Reading lists have been received from most of the schools. Staff is working on checking the list against the collection and the catalog to ensure we have adequate number of copies.
- School visits have been scheduled by the Children's Librarian for the elementary schools to promote the JEL Summer Reading Program. Library Director will deputize in the absence of a Children's Librarian

Staff

- Staff vacancies Children's Librarian and 10 h.p.w. Library Aide position have been posted by HR Specialist.

Summer Reading

- Response sent to the teen from California in our teen summer reading program! And he has since persisted with yet another email to the Adult Services Librarian.
- Summer Reading Program 2016 theme is sports related *"Ready, Set Read"*

Survey

- Participated in the C/WMARS survey on interest in the development of a mobile app for the library catalog.

Technology

- Staff at JEL is working with C/WMARS to upgrade the system.
- Newest version of Envisionware (time and print management) installed
- Color printing \$1 to be in line with area print shops.

Training

- Most staff attended the Harassment Training offered by MIIA-EAP on 5/5 at Town Hall.

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. Have requested more Senior assistance from the Council on Aging Director.

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. 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.
- Selected photo for the Bicentennial book – Photo showing the Main Street entrance and the trolley tracks – the earliest photo we have.
- Bicentenary Parade was a huge success. The Summer Reading theme of Sports and Recreation was the costume theme. Dick Whitney, Beth Cournoyer, Maureen Gullekson, Isabel Lopes, Max Gullekson, Liz Gendreau and Margaret Morrissey represented the library. The freshly minted banner by the Center of Hope heralded our presence.
- A big thank you to the DPW and Bicentennial Committee and volunteers for the physical improvements to the downtown. A lot of hard work has been done and it is appreciated.
- **Library closed Saturday 5/14/16 for parade celebration**