

TRUSTEES MEETING TUESDAY, OCTOBER 25, 2016

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Annual Report

Submitted to the Town Manager for inclusion with other department's submissions. Copy sent by email to the board.

ARIS/Annual State Reporting

Financial report submitted to the state on October 7th, 2016.

Building

- The copper gutters have been replaced, the windows caulked and the façade re-pointed on the 1914 section of the building. I would like to recognize DPW Director, Heather Blakeley and Town Manager, Ron San Angelo for their work. The next project is the interior wall (near the new books section) and then the ceilings throughout the building.
- The elevator has passed the annual state inspection.
- Fire detection annual testing is completed.
- Working with the DPW to install the stone base for the sculpture this week and hopefully install Dale Roger's *Reach for a Star* sculpture as soon as possible thereafter. A dedication will be planned as soon as the installation is completed.
- A dedication of the Felix Gatineau walking stick is planned for Saturday, November 12th, at 11:30 am.

Children's Programs

- Staff met with therapy dog trainer to discuss a new series of reading programs with her dog *Drifter*. The first reading event will be Saturday, November 5th. Registration is required.
- Halloween preparation is underway.
- Special story programs have been set up for the YMCA visit JEL on Tuesdays and WCAC on Thursdays.

Collection

The inventory survey will resume in November when staffing is expected to be at full capacity.

Friends of JEL

- The Friends of JEL partnered with Dale LePage and the Manhattans and The Cannery Music Hall to hold a fundraiser for FOJEL on 10/14.
- Sponsorship of the annual Gingerbread House Making is in place and registration for 3 sessions has opened. More will be added, if needed. Each session can accommodate 25 participants.

Food For Fines

- The library has been given approval by the Town Manager again this year to offer the *Food for Fines* program. Catholic Charities is the beneficiary this year. It alternates between St. John Paul II/St. Mary's Food Pantry and Catholic Charities.

Literacy Volunteers

- Attended a board meeting to discuss the shortfall in the budget due to a projected grant not being awarded this year. Many grants and donations have been received and the shortfall has been averted.

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:

1,521	subscribers to the eNewsletter	(Constant Contact)
791	"likes" on Facebook	
Not available	JEL Website Sessions	

Meetings

- Responded to a survey by UConn graduate student on Community Health, among others in the community 10/19
- Participated in the sub committee on the Long Range Plan.

Outreach

- Attended the *Celebrating Southbridge* event 10/7 at the Southbridge Hotel and Conference Center. Beth Cournoyer, Trustee was also in attendance.
- Attended the ribbon cutting ceremony for the Hope's Treasures store (part of the Center of Hope) on Mechanic's Street 10/19
- Throughout the building the Red Ribbon Campaign is posted and staff designed some effective displays with materials from the collection. Town Manager visited to see the display and commend the staff for their efforts.

Proctoring

Proctored an exam on 10/5 for a University of Maine student.

Programs

- A reception was held on 10/6 for The Photography of Joe Capillo. Cynthia Capillo arranged the work of her late father. The 20 minute slide show has been very well received by patrons.
- Worked with many presenters and program facilitators and have submitted twelve letters of support to the Cultural Council for LCC Grant cycle 2017, on October 17th.
- The library is offering many programs during October that are part of the Walktober series by The Last Green Valley. This was a fantastic outreach opportunity, working with TLGV, Scott Benoit of the Trails Committee and Steve Roenfeldt, Recreation Director.
- Co-sponsored a Celebrating Manufacturing event with QCC and the Chamber of Commerce on Saturday 10/1. QCC had many 'sandbox' items for folks to try.

Safety and Security

- Gas odor detected on Saturday October 8th. Fire Department determined the building was safe and allowed patrons and staff to return. The cause was determined to be from the corner building on Wardwell Court. Fire Dept. shut the operation down.
- Cell phone stolen in the Children's Room 10/21. Police responded. Grant being written to MIIA for \$10,000 to offset the cost of replacing and expanding the camera system at JEL.

School Department

- Working with Mel Blake, High School Librarian to offer library cards to all students.
- Attended meeting on the alternative school 9/29 and subsequently met with faculty member Eric Burton at JEL to discuss an after-school initiative 10/3. Open house for *Empowering Youth Through Literacy* will be November 3rd, 4 pm – 5 pm.
- Attended the Dual Language Steering Committee meeting 10/13.
- Co-sponsored a successful *Dia de los Muertos* event with Modern Languages Department, ELL, ASPIRA on October 20th. Maureen Gullekson, Trustee was in attendance.

Staffing

- Anekah Ellis has been promoted from the page position to Library Aide (10 h.p.w)
- Debrah (Debbie) Gendreau has been appointed to the Circulation Supervisor position.
- Interviews took place on 10/21 for the 2 Page positions. We hope to have the new hires (high school students) in place by 10/31.

Technology

- C/WMARS continues to work on updating the network access and the local computers.
- Server has been installed. Cabinet to be installed yet.
- Received a few notifications of Copyright Infringements from the network. Computers are checked for files and copyright obligations clearly posted.

- Security camera system is being expanded and updated. Quote in hand from American Alarm Systems – vendor registered on the state bid list.

Volunteers

Four of the five Tax Abatement personnel have completed their hours of service.