

TRUSTEES MEETING

TUESDAY, JUNE 27, 2017

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Bicentenary

Assisting with the production of the bicentennial history of Southbridge.

Budget

The FY2017 is coming to a close and we are on target with expenditure. Thank you to the Board of Trustees for the \$40,000 annual funding for books and materials.

Building

- DPW to sign contract with Van Gerven Plastering Inc., as the lowest bidder for the New Books area plaster repair.
- DPW on Summer schedule since 6/5. Hours are Monday through Thursday 6 am – 4 pm. No custodian service Fridays when JEL is open 9 am – 5 pm.
- DPW installed a part in the bubbler on lower level to correct a leak.
- A leak was found in the Reading Room ceiling on 2/3 and a temporary repair was done by DPW. Repairs will be scheduled in FY2018. Quotes already obtained.
- MPC completed three projects that we identified as needing attention in the recent preventative maintenance inspection.
- HVAC contract is out to bid and there was a walk through 5/31.
- Notified by Water Company that JEL has passed the backflow prevention inspection 6/7
- Flowers planted in the north entrance area are starting to appear
- Custodian painting lower hallway. Floor waxing has commenced in Periodicals Room.
- Steve Roenfeldt, Recreation Director has liaised with Putnam Cyclery to obtain some bicycles for the new bike loan program that will start during the summer. Thanks to Steve for arranging for this dream to be a reality. Bay Path Vocational students have painted the frames in the JEL colors.

Children's Room

- Eddy, our new betta fish is thriving in his new home. He is attracting a lot of interest!
- A special program for Father's day called *Painted Rocks* had 11 participants. Regular programming continues.
- Seed garden has sprouted.
- "Construction zone" set to begin on 6/26, various activities will be offered daily during lunchtime.
- Ed Popielarczyk kicked off the annual program with his zany magic show. There were upwards of 60 in attendance.
- Some changes in the format for Summer Reading to hopefully make it more attractive to kids to participate.
- Programs will also be supported by an LCC Grant from the Southbridge Cultural Council.

Closure

- The library was closed in honor of Memorial Day 5/29.
- Saturday service is suspended until after Labor day.

Collection Development

- The Children's Room continues to work on an inventory of the collections, as time permits, staff almost finished with the inventory and label changing of the Early Reader collection
- In addition to Wii and DS games, the library is now offering Xbox games.

Donations

Mike Comeau, Director of Facilities, at the school department presented the library with the bronze plaque from Mary E. Wells School.

Friends of JEL

Funding has been provided for the prizes for Summer Reading.

Long Range Plan

The subcommittee continues to meet. Results from the survey - widely distributed in the community, have been discussed and goals and objectives being finalized for presentation at the next Trustee meeting.

Media

The *Southbridge Evening News* covered the Artful Friends raffle and interviewed the President of the Friends of JEL. Tickets are still available for chances to win some great prizes: craft items, gift certificates etc.

Outreach

Conducted a tour of the downtown for our presenter Dr. Sarah Luria, College of the Holy Cross, prior to her presentation on 6/15.

Periodicals

In FY18 staff will manage the subscriptions directly using the Amazon Periodicals Manager. Service from the jobber was unsatisfactory and very time consuming, hence the change.

Programs

- 12th Artful Friends exhibition is underway. Generous donations from past exhibitors and local business that includes craft work, gift certificates, from the community for the raffle that will take place on June 29th at 7:30 pm.
- *Oakes and Smith* presented a program 6/22, funded by the Southbridge Cultural Council, to include original compositions as well as some cover songs and providing an enjoyable experience for the audience.

- *Castle Island*, an exhibit from the MA State Archives is on display on the lower level of the building for the month of June. This exhibit will be switched out with others in the coming months. The staff at the archive arrange for the collection and delivery so the library incurs no costs.
- *World-Wide Knit in Public Day* 6/10 at the gazebo on the town common. The knitting group from the library were present from 11 am to 3 pm.
- Author and academic Dr. Sarah Luria of Holy Cross presented a program "*Thoreau in Town: How Thoreau Saw our Settled Landscapes and How He Can Help Us Now*", on 6/15.

Recreation Passes

- Applied to the YMCA to obtain 2 free passes to offer patrons for the Andrew J Petro pool throughout the summer.

Safety and Security

- Lost connection to server for a short while and received assistance from American Alarms.
- Working on final details of the Safety Procedure for the facility.
- Police department is committee to having more of a presence in the downtown and they walk through the library sometimes during their beat.

Staff

Presentation by Mindy Ernst-Fournier, Treasurer/Collector on the changes to the Health Insurance plan staff 5/4 at 5 pm.

State Aid

The final portion of the State Aid grant of \$14, 976.71, bringing the total payment from the state to \$29,094.39. The Finance Director confirmed the total \$83,939.72.

Summer Food Service

- Two staff has received training to be site coordinators for the food service 6/20.
- Summer food service program in conjunction with the school district. Program commenced 6/26 and will be offered until 8/4. Nutritious lunch will be available Monday through Friday from 11 am to 1 pm
- Center of Hope who has assisted with staffing the service in the past is not able to help this year. Tax abatement personnel and some volunteers will fill the gap.

Summer Reading

- The lists from the School District have been fulfilled and the shelves are ready with the suggested titles. Students may check out 2 items from the school list.
- Summer reading registration started 6/19—over 100 kids registered already. The program has three categories Kids, Teens and Adults.

Tax Abatement Personnel

- Only four of the tax abatement personnel are currently working. One has returned after surgery and another is out with a non-workplace injury.
- Will be assisting with the Summer Feeding Program as Center of Hope is unable to staff this summer.

Technology

- New Ricoh Copier/Printer/Scanner MP2555 machine installed 6/15
- Envisionware coinbox (CBA) installed 6/15
- Connectivity issues were experienced with the Circ Computer (NSB04). Resolved 6/20
- Compatibility issues persist with uploading Microsoft OS 10 and we are working with C/WMARS to resolve. After a long arduous process of working with the network trying various procedures to upgrade the Windows 10, a solution to the problem has been found! The security software Deep Freeze was not cooperating and error messages were appearing. JEL became the beta library for testing this software and working with both C/WMARS and Faronics. The computers in the adult department have been completed.

Teen

- Evaluating Young Adult section for space considerations.
- Many students have already been here to get their summer reading books.
- Adult Services Librarian connected with some of the teens at the Youth Summit and promoted Summer Reading program.

Training and Conferences

- Children's Librarian attended training at the Massachusetts Library System, Northampton 6/8.
- Three circulation staff in the adult department participated in a webinar offered by Elissa Hardy, LCSW, of the Denver Public Library. Title: *"But I Work in a Library: How Trauma Affects Us and What We Can Do About It"*

Trustees

Dick Whitney and Jessica Jimenez were re-appointed to the Board at the Town Council meeting, on 6/19.

Youth Summit

- Staff attended a meeting for the YOU Inc Youth Summit on 6/19.
- Summit was held on Friday, 6/23 at McMahon Field. JEL has an Information Table there.