

## **TRUSTEES MEETING      TUESDAY, MARCH 28, 2017**

### **REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**

#### **Bicentenary**

- Assisting with the production of the bicentennial history of Southbridge

#### **Building**

- Blanchet Plumbing has installed the power flush toilets in the bathrooms on the main level. Waiting for vendor to install floor drains.
- Gasoline odor noticed in the building 2/14 and the Fire Department were called. There was no combustibles found. The odor dissipated next day.
- Custodian has found nip bottles in the sink and in the waste basket in the bathrooms.
- Lighting upgrade to an LED system has been completed. There is a remarkable improvement in the lighting throughout the building.
- Custodian has completed painting the walls and in the Children's Room. Working on lower level hallway.
- Colby Fire Protection were here 3/16 to conduct the annual inspection of the fire sprinklers.
- American Alarm Company completed the installation of the upgraded and expanded security camera system. MIIA Grant of \$10,000 will offset some of the cost.
- Working with various plasterers to obtain a scope of work for the plaster repair project in the new books area of the first floor.
- A leak was found in the Reading Room ceiling on 2/3 and the DPW did a temporary repair that seems to be holding off the moisture. Bids have been requested.

#### **Children's Room**

- "Take your child to the Library Day" was a great success with 48 participants!
- Drifter, the therapy dog has returned to have children read to him. Part of READS program.
- Four new families have joined the weekly story hour sessions.
- *La Hora de Cuentos* starting the second Monday of the month
- Seasonal decorating has continued to celebrate Valentine's Day, St. Patrick's Day, Dr. Seuss' birthday and there are alternating themed exhibits based on story themes, on display.

#### **Collection Development**

- The Children's Room continues to work on an inventory of the collections, as time permits.
- Evaluation of the Adult non-fiction collection is now focusing on the biographies.

- Trial for Lexis Nexis database arranged. Trustees invited to review with staff.
- Evaluation of the Biographies section is complete. Q books are the last remaining section to review in nonfiction. Large Type will follow, and then routine collection maintenance can become the focus.

## **Digital Library**

- DPLA (Digital Public Library of America) is using one of our images from the Spanish American War in an exhibit May 2017 called "Age of Empire".

## **Donations**

- Gifts totaling \$90 were received in memory of former long time patron Katherine (Timlin) Colognesi - Jacob Edwards Library has been listed as one of the two organizations for memorial gifts.
- Total for donations for former Trustee Emeritus V. James Puracchio was \$935

## **Holiday Decorating**

Staff has decorated for Valentine's Day, St. Patrick's Day, Women's History Month, Martin Luther King Day and Black History month.

## **Library Legislative Breakfast**

- Attended the annual breakfast at the Sutton Public Library on 2/3

## **Outreach**

- The "Love Mass Libraries" campaign was advertised on our social media and within the library. Patrons can express why they love their library and presented at today's meeting to the board.

## **Programs**

- The Annual Women's Show is underway (March) and has attracted artists from the region.
- Knitting program celebrated 10 years (February 26, 2007) of meeting at the JEL on Tuesday mornings and had a small celebration on 3/21. Press release sent to Southbridge Evening News.
- The February Library Box Office screening was cancelled due to the weather on Thursday, 2/9. The film ("Exposed") is available for patrons to check out.
- Smaller numbers in attendance generally due to weather

- February's featured artist is Jenna Elliott. A reception was held on Thursday, 2/2, with coverage from the Southbridge Evening News. Her art will be on display throughout the month.
- Black History Month was celebrated with a presentation from Tom Ingrassia on his latest book about the Supremes.

### **Safety and Security**

- Nip bottle found in Reading Room 2/3
- Toilet paper was stolen from the bathroom on first floor 3/21.
- Called police Department 3/22, to request a walk through. The staff was concerned with activity in the bathroom. Officer arrived to do a wellness check. Papers were found that the office indicated had been used for carrying drugs. Staff was given a quick description of what to look for and where, in relation to drugs. Staff was cautioned to never touch the papers with bare hands because may drugs be absorbed through the skin. Sharps box already available for staff to use to dispose of needles etc.
- Police officer did a walk through 3/23.

### **Staff**

- Marilys Torres has been hired as a Library Page and started work 2/27
- FY18 operating budget \$516,207.00. EHS Subcommittee meeting scheduled for 4/25 at 6:30 pm
- Working on the capital budget request – will be requesting funding for a replacement of the telephone system.

### **State Aid**

- As of 3/28 there is a balance of \$78,076.34
- The Finance Director will provide a list of balances for all the library accounts in advance of the next meeting.

### **Tax Abatement Personnel**

- Four of the tax abatement personnel have commenced their hours. One participant has had surgery and hopefully, will be available once his recovery is complete.

### **Tax Season**

- The state tax forms are in scarce supply this year. We have had a couple of deliveries but the state has significantly restricted the number of forms they will send to each library. Individual libraries are sharing their resources in order to keep the forms in supply.

- Staff is busy scheduling appointments for AARP Tax Preparation Assistance program and making updates in order to optimize the hours provided by the two tax preparers.

### **Technology**

- Working with Ricoh and Envisionware staff to figure out the compatibility of the software and coin box with the proposed upgraded copier/printer/scanner.
- C/W MARS has upgraded the last OPAC for the mezzanine level.
- The installation of an upgraded and expanded security camera system by American Security completed. An additional shelf for the server cabinet was ordered and installed. Eight additional cameras were installed to extend the coverage of the system. A service call was placed and the dome camera at the circ desk was replaced 3/20 and the reading room camera adjusted.
- Assisted by CWMARS 3/20 to get system logged on. New adaptors installed and network cable changed.
- CWMARS staff was here to check on the Windows permission/launcher popup that appeared on screens. The problem will be researched as the system is not connecting to the server. The server and the LPT1 were re-booted.

### **Teen**

- Evaluating Young Adult section for space considerations.

### **Training**

- The area library directors has arranged for a training on customer service and library core values and we propose to have this as the annual half day staff development. It is proposed to close on the morning of April 11<sup>th</sup>, from 9-1 to facilitate attendance. The training will be conducted by Deb Hoadley, Library Consultant.
- 

### **Weather closing**

- The library closed on 2/9 due to Nor'easter.
- The library was closed on Tuesday, 3/14, due to inclement weather.