

TRUSTEES MEETING

TUESDAY, MAY 23, 2017

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Bicentenary

- Assisting with the production of the bicentennial history of Southbridge.

Budget

- The FY2018 Operating Budget was passed at Town Council meeting last evening 5/22. The total voted for the Jacob Edwards Library is \$516,207.

Building

- A leak was found in the Reading Room ceiling on 2/3 and the DPW did a temporary repair was done by DPW. Bids are being reviewed.
- DPW has posted the bid request for the repair of the Plaster on the New Books wall area, on CommBuys, Town's website etc and bids are arriving.
- MPC finished the Spring preventative maintenance and identified a few parts that need to be replaced. Working on scheduling these.
- Colby Fire checked on the Inspection Valve in the attic.
- DPW evaluated leak in bubbler on lower level. Part ordered
- DPW crew did an excellent job on the landscaping. Some upgrades are suggested and will be implemented.
- Intruder Alarm 5/21 at 6:10 pm. The Police Department assisted a staff member check the library.

Children's Room

- *Cinco de Mayo* was celebrated and there were twelve children participated in the piñata fun. Chips and salsa were served.
- Inventory of the *Early Reader* section. It is anticipated the total project will take 12 months to complete, as it is being conducted in between other projects.
- Working on the order for prizes for Summer Reading. The Friends of JEL has generously agreed to fund the prizes (and some of the programs) again this year.
- Programs will also be supported by an LCC Grant from the Southbridge Cultural Council.
- JEL plans to offer the summer food service program in conjunction with the school district. Center of Hope who has assisted with staffing the service in the past is not able to help this year and we are looking at alternatives. The service is due to start June 26, offering lunch from 11 am to 1 pm x 5 days.

Closure

- The library will be closed in honor of Memorial Day 5/29. The last Saturday service will be 5/27 until after Labor Day.

Collection Development

- The Children's Room continues to work on an inventory of the collections, as time permits.

Donations

- A Civil War Monument Dedication Medal was donated by Madelyn Berthiaume. She found it in a box at the Sacred Heart Flea Market on 4/27
- Some gently used toys were also donated.

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".

Friends of JEL

- Meeting held 5/22 and staff request for additional funding for Family Pizza Prize (\$30) for summer reading approved.

Fuel Assistance

- WCAC extended Fuel Assistance until May 12, hosted at JEL by appointment only.

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.

Outreach

- Community Access TV station has taped two presentations on the library. One on the sculpture and the other was a tour of the facility. Both have been uploaded to You Tube
- Slide of *The Globe Village* painting by Francis Alexander (1822) will be included in a talk by Gail Mohanty for the Blackstone Valley Historical Society on labor history.

Periodicals

- Finalizing details of our account with Basch/Prenax. Staff will manage the subscriptions directly using the Amazon Periodicals Manager.

Programs

- Artists Ruth Bolton and Joan Erikson's work is on display for the month of May.
- Steve Roenfeldt, Recreation Director conducted a bicycle maintenance workshop in the Pioppi Room 5/8.
- Moonshine Holler presented a program funded by the Southbridge Cultural Council, to include music, singing and dancing! Lots of great information presented about the development of folk and old time music.
- Met with representatives from the State Archives to discuss a rotating touring exhibit. Delivery and pick up will be the responsibility of the state.
- Author, academic and former Southbridge resident Bob (Robert T.) McMaster will present the third novel Noah's Raven, in the series Trolley Days on May 25th.

Safety and Security

- EagleStar installed alarms on two doors that are in a remote area of the library and not monitored, on 5/12.
- Called the police Department 4/28, for a walk-through as there was behavior of concern.
- Police responded to our request to have the parking lot checked on 5/2.
- Police officer did a walk through on two occasions recently.
- Police Dept. has indicated there will be a pedestrian beat and more of a presence in the downtown.

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 \$29094.39

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.

Technology

- American Alarms service call 5/8 to check some issues we experienced with the system. They have recommended getting an HDMI cable to improve the quality of the image on the screen at the Circ. Desk. Purchased and quality improved!

- CWMARS here to start the installation of OS10 and Microsoft Office 16 on all computers. Staff will continue to do the software installation over the next two weeks.
- Compatibility issues persist with uploading Microsoft OS 10 and we are working with C/WMARS to resolve.
- Renewal of the contract for copier/printer/scanner
- New coinbox ordered for copier/printer/scanner from Envisionware.

Teen

- Evaluating Young Adult section for space considerations.

Training and Conferences

- Staff attended a training at the Joshua Hyde Public Library on May 10th.
 - There were two presentations by Cally Ritter of MIIA:
 - a) Embracing Stress and
 - b) Managing a Multigenerational Workforce – 2 staff attended.
 - In the afternoon four staff attended a presentation by Department of Mental Health.