

TRUSTEES MEETING

TUESDAY, OCTOBER 31, 2017

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Building

- Reviewed the plaster repair of three walls in the main hall with the Town Manager 9/30.
- Electrical service to the New Books cabinet has been restored now that plaster project is completed 10/4.
- Lost power 10/5 at 1:10 and service resumed in just over an hour.
- Back Flow valve has been inspected and passed 10/11.
 - DPW personnel were here to review two leaks after the recent sustained periods of rain. The temporary repair on the leak in the Reading Room was checked and deemed ok for now. Scope of work has been prepared and will be used to obtain quotes for permanent repair.
 - A leak was noticed in the area adjacent to the Information Desk. Source of leak being investigated.
- Custom safety grate installed on the window well outside the Children's Librarian's office 10/23.
- Building Evolution provided an interim report on a Retro-Commissioning (RCx) study of select HVAC systems. Shared with DPW. This study is provided at no charge to the Town by former library trustee Wesley Stanhope.
- Meeting with Don Jacobs, consultant on the Facilities Management study of DPW and School Maintenance Dept. on 10/25

Children's Room

- Working on picture book collection at letter "L" and shifting in entire collection is completed
- *Gingerbread House Making* workshop start Nov 27, 28 and Dec 2 sponsored by the Friends of JEL. Registration has opened.
- Friday Story time have been a huge success 47 on 10/20.
- Presentation on fire safety from FF/EMT~P Gary Peck - 12 patrons on 10/23.

Collection Development

- The Children's Room continues to work on an inventory of the collections, as time permits.
- Completed the JJ/Picture Book "inventory" and shifting collection.
- Working on shifting in Non Fiction collection to optimize on space available.

Friends of JEL

- FOJEL has generously funded the *Gingerbread House Making* workshops. Staff is preparing for this very popular annual event. This is the only program that requires preregistration.

- Drawing took place for the two \$25 Amazon gift cards for new library card holders in teen and juvenile student group at end of September.

Grants

- Liaising with various performers and presenters applying for LCC Grants from the Southbridge Cultural Council. Wrote letters of support and coordinated the program calendar accordingly.
- The Central MA Regional Planning Commission (CMRPC) funded some bicycle equipment and the two bike racks and a Bike Fix-It-Station are for the library.

Long Range Plan

- Staff is reviewing the plan and preparing an implementation strategy.

Media

- Receiving good responses to our frequent Facebook postings.
- *Southbridge Evening News* reporter Sarah Champagne has covered many of our events.
- SCTV continues to process and upload the programs recorded by library staff on YouTube.

Outreach

- Presented an overview of the library services and resources to Professor Sandra Hinds' Sociology class, at QCC.
- Met with 2nd Grade Class at Charlton Street School and read some books in celebration of *Hispanic Heritage Month* 10/11
- Attended the exhibition and music fest at West Street School 10/12
- Tour of the library provided for Fitchburg State professor Dr. Teresa Fava Thomas 10/18.
- Presented information on the library and its services to Prof. Sandra Hinds' sociology class at QCC campus 10/19
- Met with job coach and three students from the *Beyond Pathways* program at Tantasqua Regional High School. The group is offering to volunteer on a weekly basis at the library.

Proctoring

- Proctored an exam on 10/12 for a University of Wisconsin student.

Programs

- Art reception for nature photographer Dale Monette 9/28
- Book club title was *Boys in the Boat*
- The third and final event in the Thoreau Bicentennial series, '*Thoreau and Central MA*' was presented by Dr. Mark Wagner on Thursday, 10/19 as part of the *TLGV Walktober* calendar. This event was taped for SCTV.
- The weekly Chess Club has unfortunately not picked up after 2 months and will be suspended for now.

- *Red Ribbon Week* was promoted throughout the building and via social media 10/23-10/31.
- Dr. Teresa Fava Thomas presented *Italian Immigration in Fitchburg* to a large audience 10/26.

Relief for Puerto Rico

- The items collected from the community were picked up on 10/16. The collection has been suspended until further notice, due to shipping back up.
- Staff has welcomed a few families that have moved here. We are delighted to note they have already started to use the library.

Safety and Security

- During the month we have had a quite a few walk-throughs from the Police Officers

State Aid Financial Report

- The annual report for the MA Board of Library Commissioners was submitted 10/6.

Tax Abatement Personnel

- All but one of the participants have completed the program – 65 hours.

Technology

- System-wide issue with Commonwealth Catalog being worked on 10/11
- All public PCs are now the newest models we have available. C/W MARS installed Deep Freeze and Envisionware
- Currently investigating the automation of Windows updates through Deep Freeze. Hoping to do a test run next week.

Training

- Two senior staff participated in a webinar on 10/19, '*De-Escalation & Code of Conduct*' through MIIA. Other supervisory staff will view the recorded webinar and take the training when workload permits.

Volunteers

- Orientation to the library provided to the students and job coach from *Beyond Pathways* program from Tantasqua Regional High School.
- Request to consider additional volunteers from a new program at the Center of Hope. Meeting set for 11/1 to discuss
- Request to consider additional volunteers from the MA Rehabilitation Commission by the Town Manager. Meeting to discuss 11/9