

TRUSTEES MEETING TUESDAY, APRIL 24, 2018

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Building

- Sewer odor checked by Sewer Dept. 3/28.
- Colby Fire Protection conducted annual inspection 3/20 – no issues.
- Bronze Mary E Wells plaque installed on lower level of the building by DPW.
- The bathrooms on the main level were painted. Some other areas were touched up as well.
- Custodian has started the landscaping clean up.
- Waiting on vendor to trim the trees around the building.

Budget

- A request for \$17,500 has been included in the capital budget for FY2019. An additional 6 cameras as well as software and supportive infrastructure is requested. Attended the public hearing where the town's capital requests were presented by the Town Manager 4/23.
- The library operating budget will be reviewed again at the Education and Human Services subcommittee on Thursday, 4/26 at 6 pm. The budget request for \$526,548 was not approved at the 3/29 meeting.
- The custodian painted both bathrooms on the main level.
- Contacted *Preservation Worcester* for some information on architects with experience on historical buildings.

Children's Room

- The "Tooth Fairy" gave a wonderful presentation on Saturday 4/7. It was a real surprise for the children and it was a complimentary program. She will also be returning for Summer Feeding program to present as part of *Libraries Rock!*
- YMCA has set up for art show that will run through the month of April. Reception for the artists was held 4/23. It was gratifying to see so many parents and the childcare staff here in support of the children.
- The library was very busy during school vacation week 4/17 – 4/20

Event	3/28	3/29	3/30	3/31	4/2	4/3	4/4	4/5	4/6	4/7	4/9	4/10	Totals
Coding Monday					2						1		3
Construction Crew				2		1						5	8
Crafty Weds	7						8						15
Weds Story Time	2						8						10
Tinkering Thursday		1						1					2
Friday Story Time			6						19				25
Tooth Fairy										26			26

Collection Development

- Chapter books in the Children's Room are being reviewed as part of the inventory and collection assessment.
- Lots of compliments recently to the staff on the creativity of the displays promoting the collections.

Friends of JEL

- Forwarding some of the book donations to *Better World Books* to keep the inventory attractive and manageable.
- New style of book bags on sale for \$5 and are very popular.
- Book Sale March 22-24, yielded \$788.10 (2017=\$501 and 2016=\$630.50)
- Membership renewal time. The numbers have decreased over the past year so a great effort is being made to promote the organization.
- The Friends of the library has expanded the passes to include some of the western Massachusetts museum, including Eric Carle Museum, Springfield Museums.

Gifts

- The family of the late Mary Trifone made a donation of \$500 to the library. The item is going through the acceptance procedure. Presented the gift at the Education and Human Services sub committee 4/18.
- Memorial donations have begun to arrive in the memory of the late Christopher Crosbie. They will be presented for acceptance through the gift procedure.
- The William Booth family are in the final stages of having a portrait of Theodore Harrington restored and will be offering it to the Jacob Edwards Library for installation in the Main Reading Room.

Grants

- Thanks to the Borgatti Trust for funding for the April vacation program presented by the Forest Park Zoo presentation 4/17.

Media

- Significant coverage being received from Southbridge Evening News, Citizen Chronicle, Focused on Southbridge and SCTV, assisting in promoting the library and our programs to a wider audience.

Meetings

- Technical Services Librarian attended the Evergreen ILS software training 4/24 at C/WMARS
- Attended the South Central MA Chamber of Commerce *Fun at Five* sponsored by Opacum Land Trust 4/9.
- Met with Dr. John Howland of St. Luke's Guesthouse to discuss areas of mutual interest 4/6.
- Participated in a conference call with New Hope 4/4.

Programs

- Lynda Shoup, multimedia artist is the exhibitor for the month of April. The artist offered a complimentary workshop on 4/19 (registration required and limited to 16 participants). It was deemed a success by all the attendees.

- Delvena Theatre Company gave a stellar performance in *Lizzie Borden and the 40 Whacks*. Sponsored by the LCC Grant from the Southbridge Cultural Council and the Friends of JEL.
- Library Box Office 4/12 screened a movie called *Life*, set at the international space center.

Policy

- Meeting Room policy (on serving food) under discussion.

Safety and Security

- Police officer conducted a walk through on many occasions during the month.
- Requested assistance 3/22 and drug paraphernalia found in a bathroom
- Requested assistance 3/26 as active drug use suspected. Material was flushed but officers spoke to the two males.
- Sgt. Fahey of the Police Department provided training for the staff on 4/11. The library was closed until 1:30 pm to facilitate. Staff had the opportunity to walk around the building and obtain advice from a security specialist. There were lots of questions and comments that helped the staff feel more confident and secure.
- No trespass order issued 4/6

Staff

- Meeting with Town Manager 4/28

Tax Assistance AARP

- Once again another successful series of sessions were offered at the library by certified tax preparers who volunteer each year to assist in Southbridge.

Technology

- The security software Deep Freeze was successfully updated. Due to some complications with OS-10, assistance was required from the vendor Faronics.
- Borrowed projector from IT Director for a program 3/15 while waiting for order to be delivered. New projector ordered and delivered.
- New projector received from Dell.
- American Alarm Co. here to review quote for additional cameras.

Training

- Sgt. J Fahey of Southbridge Police Department provided an active shooter and emergency response training, on 4/11.
- Participated in the MIIA webinar "Leveraging Personality Differences on our Teams" 4/5.

WCAC LIHP

- The weekly registration for fuel assistance is coming to a close. The WCAC staff come to Southbridge each week from November to April to assist folks in our areas.

Closing

- Library was closed to facilitate the safety training 4/11 offered by Police Department
- Library was closed 4/16 in honor of Patriot's Day.