

# TRUSTEES MEETING      TUESDAY, AUGUST 28, 2018

## REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

### ARIS

- Annual Reporting Information Survey submitted 8/8. Increase in eBooks and other electronic items noted.

### Building

- Roof repairs bids opened and Rockwell Roofing Inc. was the lowest bidder at \$14,975.00. The contract is on agenda for EHS subcommittee 8/30. Anticipated to have this repair completed before October.
- Working on data for the Inspections Department.
- Notified that National Grid is working in the Main/Foster streets area and there may be disruption to service. So far, none experienced.
- Creating a task list of maintenance items that need attention.

### Children's Room

Event	8/1	8/2	8/3	8/6	8/7	8/8	8/9	8/10	8/13	8/14	Totals
Tinkering		2					5				7
Crafty Weds	10					21					31
Construction Crew		2			1					5	8
Costine Puppets				26							26
Raffle Party/dance									47		47
Oakes and Smith										31	31
<b>Total</b>	<b>10</b>	<b>4</b>		<b>26</b>	<b>1</b>	<b>21</b>	<b>5</b>		<b>47</b>	<b>36</b>	<b>150</b>

Event	8/15	8/16	8/17	8/20	8/21	8/22	8/23	8/24	8/27	8/28	Totals
Tinkering		2					2				4
Crafty Weds	7					9					16
Construction Crew		2			5						7
Drumming								0			0
<b>Total</b>	<b>7</b>	<b>4</b>			<b>5</b>	<b>9</b>	<b>2</b>				<b>27</b>

#### Collection Development

- Children's Non-Fiction is the current focus.
- Maintenance weeding being conducted in adult collection.

#### Friends of JEL

- New style of book bags on sale for \$5 and are very popular.
- Generously funded many of our programs and providing honoraria for presenters.

#### Gifts and Donations

- Memorial donations in memory of patron Carol Hanson have been received in the amount of \$315.

#### Grants

- Preparing for the annual Local Cultural Council grant round and liaising with performers and presenters.

#### Internship

- Peter Williams is an MLIS student at Clarion University completed his 138-hour internship on 8/24. Peter offered a program on drumming on 8/24

#### 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

- Working with the Southbridge Trail Committee to discuss the installation of a *Story Walk* at West Street Trail. Gathering information from other libraries that have participated in this program.
- Attended Area Library Directors meeting in Sturbridge 8/27.

#### Outreach

- *Southbridge Rocks* continues as a community-wide engagement. It is a wonderful way of promoting the library.
- Visited the *Family Welcome Center*, School Department.

#### Policy

- Bicycle Loan policy has been updated on website.

#### Programs

- The film for the Library Box Office was *Walking Out* 8/9.
- Aaron Larget-Caplan, guitar virtuoso presented *Landscapes, Meditations and Dances*, a program sponsored by an LCC grant from the Southbridge Cultural Council 8/16. Recorded for cable and YouTube.
- Paula Bradley and Marylou Ferrante presented *Women in Traditional Music* funded by an LCC grant on 8/23. Recorded for cable and YouTube.

#### Safety and Security

- Police officers conduct walk-throughs on a regular basis
- Received confirmation from Police Department that No Trespass order has been issued

#### Senior Tax Abatement

- Most participants have about 10 hours left to work in the program.

#### Staffing

- Interviewed for the vacant page position and hired Caroline Lamarine 8/27.
- Anekah Ellis is leaving to take a career internship. The Library Aide position has been advertised.

#### Summer Reading

- JEL was able to supply the Summer Reading books requested by patrons mostly from our collection and supplemented by interlibrary loan.
- 160 children and many teen and adult patrons registered for this reading incentive program to encourage more reading in the community. Nice tie-in with the Summer Reading theme of *Libraries Rock!* and the Southbridge Business Partnership's initiative *Southbridge Rocks* which has inspired the community.

#### Technology

- American Alarms contract \$17,485.29 to install additional cameras and upgrade infrastructure (on state bid list), funded by the FY19 Capital grant on EHS sub committee agenda 8/30.
- Public computers undergoing the twice-yearly 'big' software update. Adult Services Librarian working with Symantec to resolve an issue with updates in OS10.