

TRUSTEES MEETING TUESDAY, DECEMBER 18, 2018

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Budget

- Materials for capital budget planning have already been distributed by the Town Manager to all departments.

Building

- The annual elevator inspection has been completed 12/13. Passed.
- DPW completed the quarterly replacement of filters in the HVAC system
- Joel-DPW changed fill valve on WC in Children's Room.
- Bertin Engineering staff here to review the public assembly areas with a view to providing a quote for determining room capacity.

Children's Room

Event	Story Time	Crafty Wednesday	Construction Crew	Tinkering	TOTAL
12/3 -12/8	33	21	3	0	57

Event	Story Time	Crafty Wednesday	Constriction Crew	Tinkering	Hora de cuentos	TOTAL
12/10 – 12/15	38	22	3	0	4	67

- Gingerbread House workshops were another resounding success! The program is sponsored by the Friends of JEL. The houses are on display in the main hall.
- The 4 Gingerbread House constructed by the Children's Room staff were raffled off as door prizes at the Madrigal Singers event.

Food For Fines

- Patrons appreciated the opportunity to donate to the annual food drive. St. John Paul II Food Pantry is the beneficiary this year and alternates with the Food Share.

Friends of JEL

- Gifted a gorgeous wreath and roping from the Southbridge Garden Club to decorate the main hall.

Media

- Interview with Max on the forthcoming programs

Museum Passes

- DCR and Mystic Aquarium passes arrived and now available for checkout.

Outreach

- Many patrons were able to get their accounts back in good standing having donated to the The annual *Food For Fines* program. St. John Paul II food pantry is this year's recipient (alternates with Catholic Charities).
- Three pick ups were made for the Toys Drive organized by Cops N Kids and Lions Club. Generous donations received from the community.
- New Hope advocate collected the boxes of hand made knitwear that were made by the knitting group and others 12/18.

Programs

- The Madrigal Singers of St. John Paul II presented a condensed version of The Medieval Christmass Feaste at Jacob Edwards Library on Thursday, 12/6
- November's featured artist had one of his pieces stolen. Reported to the Police Department.
- Lots of positive comments from the community on the seasonal display. Other libraries in the area are considering doing a competition

Safety and Security

- Officers walk through often and check in with the staff.
- Theft of item from the November exhibit reported to the police department priced at \$200.
- Nip bottle found in the Children's Room on 12/6

Staff

- Ashley Kenney, Adult Services Librarian last day 12/14.
- Position is advertised by the HR Specialist. Review of applications will begin soon.

State Aid

- The MBLC awarded \$14,967.19 (first of two payments) certifying compliance with minimum standards for Free Public Library service and the municipality's FY2019 compliance with the Municipal Appropriation Requirement (MAR)".

Tax Abatement

- Registration has opened. Current personnel have been given the forms and some new recruits applying too.

Technology

- Scan Pro and Copier/Printer/Scanner computers were updated to Windows 10. Until now the network had advised to not do the upgrade as there were compatibility issues reported on tech listservs. Issues since resolved.
- Maintenance contract for Copier/Printer/Scanner with Ricoh is ready for approval.