

TRUSTEES MEETING TUESDAY, JULY 24, 2018

- Gathering data to complete the Annual Reporting Information Survey. Improved process should facilitate completing this report. Due 8/17

- Roof repairs bids opened and contract awarded. Anticipated to have this repair completed before October.
- Allen wrenches and air pump head replaced at the Fix-It station
- Building inspected by Assistant Building Inspector Bill Cantrell 7/18
- Some perennials added to the little garden area at each side of the staircase on Main Street.
- Motion detector activated 7/6. Updated procedures with alarm company.
- Police Department continue to conduct walk-throughs during library open hours.
- Leak in a section of the flat roof. DPW informed 7/6.
- Facilitated inspection of the roof for the contractors interested in bidding on the roof repair project.
- Windows on north side of the building need caulking as moisture coming through 7/17
- Contacted three masons to obtain quotes for replacement ingress in the handicapped parking area of the parking lot.
- Sewer Dept. here to evacuate the drain 7/19

- All materials for Summer Reading are on display by grade in a special section of the library for easy access. Good response from students.
- *Southbridge Rocks* is flourishing and a wonderful way of promoting the library and *Libraries Rock!*
- Springfield Symphony Orchestra's education program: *Musical Petting Zoo* visited 7/2 and had the kids playing all the instruments in the orchestra. The program was sponsored by the Greater Worcester Community Foundation Olive I and Anthony A Borgatti Donor Advised Fund.
- *Mad Science* was presented 7/9 and recorded for the Southbridge Community TV You Tube. The program was funded by a grant from the Borgatti fund.
- The library partnered with the Conservation Commission to feature author Sarah Lamstein 7/10 and presented her story "Big Night for Salamanders".
- Mike Bent presented his high energy magic show 7/16 thanks to funding from the Southbridge Cultural Council.

Event	7/5	7/6	7/9	7/10	7/11	7/12	7/13		7/16	7/17	Totals
Tinkering	10					7				5	22
Crafty Weds					18						18
Construction Crew	12			11		9				0	32
Tooth Fairy										29	29
Mike Bent									41		41

Sarah Lamstein, author				29							29
Music and Movement		15					16				31
Mad Scientist			53								53
Total	22	15	53	40	18	16	16		41	34	255

Collection Development

- Children's Fiction is the current focus
- Children's Librarian completed a BLT Class on Collection Development through the professional development offerings from MassLibrary System.

Friends of JEL

- The Annual Artful Friends drawing took place 6/28 and the winners posted in the eNewsletter and on Facebook.
- New style of book bags on sale for \$5 and are very popular.
- Membership renewal time. The numbers have decreased over the past year so a great effort is being made to promote the organization.
- Generously funding many of our programs and providing honoraria for presenters.
- New passes have been purchased by the Friends of JEL, including Eric Carle Museum, Magic Wings

Grants

- Grant application to EnChroma for funding of EnChroma, glasses that correct 80% of colorblindness. Waiting for response to my request that the glasses would be available to use in the library for patrons to try prior to considering for purchase. No response to-date from the Lions Club request.
- Grant of \$676 awarded via the Food Services Dept. for materials in support of programming during Summer Feeding time at JEL. The musical instruments and hands-on craft items such as a loom for weaving have been a popular addition to our programming, especially during the lunch time food service.

Internship

- Peter Williams is an MLIS student at Clarion University will do his internship here 7/6 – 8/15. Week 1 and 2 have been spent in User Services at Circulation and Reference/Adult Services.

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.
- Interviewed by Max 7/23 at the studio to promote the August programs.

Meetings

- Met with Paul Van Camp of the Southbridge Trail Committee to discuss the feasibility of a *Story Walk* at West Street Trail 7/16. Two story book examples have been borrowed from Springfield City Library and will be shared at today's meeting.

- Attended Community Health Network Area 5 meeting 7/20

Museum Passes

- Created a new tri-fold brochure to help promote our Museum Pass Program.
- Two passes for the Andrew J. Petro Pool are available. One sponsored by the Friends of JEL and the other complimentary. The Pool will open for the summer Saturday, 6/23.

Outreach

- The Harrington Hospital Mobile unit was set up outside JEL from 11- 1pm on 7/3. A total of 45 people availed of the service.
- Adult Services Librarian and Director visited *Cops N Kids* 7/17 and talked to some of the kids about the library and some of the services.

Policy

- Meeting Room policy updated on website.
- Crafted draft Bicycle Loan policy and procedure

Programs

- *Annual Pride in Southbridge* program attracted a large audience. The speaker this year was Matt Antcil, Broadway dancer, performer; teacher and adjudicator.
- The film for the Library Box Office was *Thank You For Your Service* and screened 7/12.
- Teen craft program 7/13 making "seed bombs". 2 attended.
- Tinky Weisblat presented her unique program on her new cookbook *Love, Laughter and Rhubarb* 7/19 and served rhubarb tea and cake.

Safety and Security

- Police Officer reported he has spoken with the person panhandling in the parking lot and the community.
- Police officers conduct walk-throughs on a regular basis
- Staff requested assistance with inebriated male 6/26
- Reported 4 CDs stolen and used the security camera footage to identify person involved 7/20

Senior Tax Abatement

- Tax Abatement personnel will assist with the Summer Feeding program this year.

Staffing

- Interviewed for the 2 vacant page positions. Grace Marderosian has been hired 7/23

Summer Feeding

- The program started on Monday, June 25th. Lunch will be offered Monday through Friday from 11 am to 1 pm to anyone 18 years old or younger. Average of 25 meals distributed during lunch service.
- Grant awarded of just under \$700 to purchase materials in support of Libraries Rock the summer reading theme for 2018.
- Two volunteers from the Charlton Federated Church have assisted in the program as well as a high school student as well as the Tax Abatement personnel

Summer Reading

- Summer Reading books for local schools have been pulled. In both departments there is a designated area where the books are filed and copies of the recommended books from the various schools in the area is also available.
- The library website is leading with *Libraries Rock*, the theme for 2018. All the information is posted there for easy access.
- Thanks to the Friends of Jacob Edwards Library for generously funding the prizes to provide incentives for our readers. Once again there are three categories: Kids, Teens and Adults
- 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 have visited to confirm the locations of the cameras and infrastructure that is funded by the FY19 Capital grant.
- New laptop and scanner have arrived 6/25. Upgraded machine will facilitate use in inventory in the future.

Closing

- The library was closed in celebration of Independence Day.