

TRUSTEES MEETING TUESDAY, JUNE 26, 2018

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Building

- Bubbler on lower level replaced by MPC 6/12
- Roof repairs solicitations published 6/19.
- Theodore J. Harrington portrait installed in the Reading Room by DPW.
- Custodian's hours are changed to comply with contract: 6 am to 4 pm Monday through Thursday.
- Custodian noticed that the Allen wrenches are missing from the Fix-It station 6/19. Re-ordered.
- Boilers inspected by state 6/20. Passed.
- Submitted application for building inspection, as per new regulation.

Budget

- Request for \$17,500 to fund installation of 6 additional security cameras as well as software and supportive infrastructure, in the capital budget for FY2019 was approved.

Children's Room

- All materials for Summer Reading are on display by grade in a special section of the library for easy access.
- *Southbridge Rocks* is a community-wide treasure hunt for painted rocks that has inspired art and activity! Folks are encouraged to paint rocks and post photos of their found treasures. The Children's Room staff, Friends of JEL and patrons are participating and have worked on painting some rocks.

Event	6/7	6/8	6/11	6/12	6/13	6/14	6/15	6/18	6/19	Totals
Coding			0					1		1
Construction Crew				2		3			3	8
Crafty Weds					12					12
Weds Story Time					6					6
Tinkering Thursday	2					1				3
Friday Story Time		16					15			31
<i>Southbridge Rocks</i>							36			36
Total	2	16	0	2	18	4	51	1	3	97

Collection Development

- Children's Fiction at the letter K is the current focus
- Children's Librarian is taking a BLT Class on Collection Development through the professional development offerings from MassLibrary System.
- Richard Para of Para Surveying donated 5 tintype photographs from the Ammidown House, Ashland Avenue and offsets of the Sanborn maps (1918)

Friends of JEL

- Forwarding more 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.
- Membership renewal time. The numbers have decreased over the past year so a great effort is being made to promote the organization.
- Provided \$75 value gift to the Community Baby Shower.

Gifts

- The Ted and T. William Booth families donated portrait of Theodore Harrington, has been installed in the Reading Room by the DPW. An appraisal from Dr. Kimberly Hereford has been received and copies sent to the Board of Trustees.

Grants

- Grant application to EnChroma for funding of EnChroma, glasses that correct 80% of colorblindness. If approved, 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.

Internship

- Peter Williams is an MLIS student at Clarion University will do his internship here 7/6 – 8/15. Peter worked as a job coach with SWCEC and used to bring his students to JEL to volunteer for many years. Peter conducted an in-depth interview with me 6/14 as part of the preparation for his field study.

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

- Staff has been attending in person and webinar presentations on the upgrades to the Evergreen ILS software offered by C/WMARS
- Attended CHNA5 on 4/27.
- Met with some of the parties involved with Summer Feeding to discuss organization of Backpack Program at JEL

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.

Programs

- Rob Adams & Rita Schiano performed for the Opening Reception of the Artful Friends Raffle on Thursday, 6/7. They drew a big crowd of 42 attendees, and the performance was recorded for Southbridge Cable TV. Sadly this will be their last performance together as Rob is leaving the area.
- Annual Artful Friends exhibit is underway. Lots of great items donated by the community to the Friends of JEL to support programming and refreshments.

Policy

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

Safety and Security

- Panhandling in the parking lot, reported to PD 6/6 and officers followed up.
- Called police to respond to incident on Main Street.
- Police officers conduct walk-throughs on a regular basis
- Patron tripped and fell in parking lot. Assistance provided by staff and EMTs took the patron to the hospital. Incident documented
- Wine bottle (small) found at photocopier 6/20

Senior Tax Abatement

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

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.
- Grant awarded of just under \$700 to purchase materials in support of Libraries Rock the summer reading theme for 2018.

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

Technology

- C/WMARS upgraded the four WiFi Access Points 6/21. New improved splash page for access now available.

Training

- Last of the staff attended the harassment training offered by MIIA on 6/7
- Three staff attended the training offered by the Food Services Director in preparation for Summer Feeding Program 6/15
- Participated in MIIA webinar "How Not to Take It Personally" 6/14

Early Closing

- On Monday evening, 6/19 the building lost power for a short while. There was a tornado watch and severe weather warning in place and the staff decided to close the building fifteen minutes earlier than scheduled. One remaining patron was leaving at this time a