

# **TRUSTEES MEETING      TUESDAY, MAY 22, 2018**

## **REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**

### Building

- Custodian working on the landscaping clean up. Hedges have been cut
- Trees around the building Have been trimmed by Aerial Tree company 5/11.
- HVAC preventative maintenance was conducted. The items identified will be scheduled for repair.
- LaRochelle Electric installed some wiring for a thermostat in the History Room/Directors office.
- Replaced microwave and kettle.

### 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.
- The library operating budget request for \$526,548 was recommended at the Education and Human Services subcommittee on Thursday, 4/26 and approved at Town Council 5/21.

### Children's Room

- Following up on book lists with various elementary schools.
- Students and staff from Eastford Road School have been visiting the Children's Room. Before the end of the month, all classes will have toured the library.
- Staff had a booth at the Community Baby Shower 5/16

### Collection Development

- Chapter books in the Children's Room are being reviewed as part of the inventory and collection assessment.
- Audio Visual materials being re-organized for improved presentation and hopefully increased circulation.
- Decals for the bicycles have been received. Locks have been purchased. Waiting to have policy and procedure approved before launching the program.

### 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

- Memorial donations of \$235 in the memory of the late Christopher Crosbie have been received
- The William Booth family has donated a portrait of Theodore Harrington, recently restored, to the Jacob Edwards Library with the understanding it will be installed on public view.

### Grants

- Grant request to the Southbridge Lions Club 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.

### 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.

### Media

- Adult Services Librarian and Library Director attended the Open House at Southbridge Community TV offices 5/10. Staff had the opportunity to meet the SCTV team in person and extend our gratitude for the service they provide JEL broadcasting material.
- 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

### Programs

- Tony Pioppi presented a lively presentation on his latest book 4/30.
- Students from Wild Vine Studios presented their work and a reception was held 5/3
- Library Box Office screened *Victoria and Abdul* 5/10. Nine people attended.
- Horticultural Consultant Christie Higginbottom presented her program on “*The Art and Science of the Tomato*” 5/17. The program was sponsored by Friends of JEL and recorded for SCTV. A handout is available at JEL for those who missed the presentation.
- Central MA author Tracey L Ryan presented her first book “*Wicked Game of the Hunter*” the first in a mystery series 5/21.

#### Policy

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

#### Proctoring

- Adult Services Librarian proctored an exam 5/9

#### Safety and Security

- Police officer conducted a walk through on many occasions during the month.
- Requested police assistance 5/9
- Nip bottles found 5/10 and 5/15
- Two Police Officers and a staff member responded to the alarm Sunday 5/20

#### Senior Tax Abatement

- The five personnel have each worked 30 hours and are on track

#### Technology

- The security software Deep Freeze was successfully updated weekly.

#### Training

- Most staff attended the harassment training offered by MIIA on 5/17. Other staff will attend 6/7