

# **TRUSTEES MEETING      TUESDAY, DECEMBER 17, 2019**

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

### Building

- Working on the draft invitation to bid for the installation of copper gutters on the west side of the building.
- Contacted some architectural firms to discuss the ceiling repair project throughout the building, to find a firm to assist with the capital project. Nault Architects has proposed some options for a plan of service.
- The heat exchanger for the roof top unit #2 needs to be replaced. Parts to repair the unit cannot be sourced. In the meantime, the temperature is cooler in one section of the building. Quotes submitted by MPC and Southbridge Tire. Tasse Fuel and Commercial Boilers Inc. responded.
- Elevator inspection submitted to the state and waiting for date.
- Colby Fire was here to check the extinguishers and they replaced 2 appliances on 12/5.
- DPW has taken good care of clearing the parking lot from snow and ice during the recent storms.

### Children's Room

- Gingerbread House Making time of year is here! Thanks to the generous support of the Friends of JEL, 75 participants had the opportunity to create their own gingerbread house! An exhibit of some of the houses is on view in the main hall.

### FOJEL

- The Friends will accept gently used book donations on 1/11 and 1/25.
- Next meeting is 1/27 at 6 pm

### Meeting Room Usage

- HiSet/GED classes have resumed on Mondays and Wednesdays, offered by Webster Dudley Adult Literacy. The number of students has increased.
- LIHEAP – Fuel Assistance program by WCAC is here on a weekly basis from November to April to meet with local clients.

### Outreach

- Director conducted a telephone survey with WCAC Strategic Plan Consultant on 12/11.
- Installed informational book display 12/17, in anticipation of the Census program on 12/19/19
- Met with Nancy Collazo of St. Luke's Guesthouse 12/17

### Programs

- Book Club discussed *The Day The World Came to Town* by Jim Defede 12/2
- Library Box Office screened *Fast Color* on 12/12. There were only 2 attendees.
- Tuesday Knitting Group met each Tuesday during the month. On 12/10 they held their annual party. The group did not meet on 12/17.
- The Quinebaug Chess Club met on 12/7 and 12/14. There were a total of 21 participants. This is an intergenerational group and is reaching a wide audience.

- The Southbridge High School Jazz Band and Chorus presented a program on 12/5 to an audience of 72 family, friends and supporters. The program was recorded by Southbridge Community TV for future broadcasting. Thanks to the music faculty Hannah LaFleur and Daniel Francois.

#### Safety and Security

- Police officers checked in with staff and conducting walk-throughs in the building, many times during the reporting period.
- Victim Advocate at District Court has indicated (12/4) that a guilty plea has been entered for the recent theft at the library. We estimate the loss at \$100.
- Staff had to speak to 2 middle school students being tutored on 12/9 and 12/16 who were being disruptive, and rude. Complaints were received from other patrons. The tutor was apologetic on behalf of the students but the students did not take responsibility.
- Request for police assistance to talk to a patron who was agitated and under the influence of alcohol 12/16.

#### School Department/21<sup>st</sup> Century Program

- Program 12/17 cancelled due to school closure.
- The first 12-week session of the 21st Century program will be wrapping up with the Christmas break. The following is an overview of the work that has been taking place each Tuesday afternoon from 3:30-4:45 pm:
- Robot Club
  - Robot club began with two students, but ended with one student. The chosen project for robot club was a “color sorter,” using the LEGO Mindstorms EV3 building kits. Using a laptop, and parts from 2 kits, the students constructed the robot using traditional LEGO bricks and a programmable “brick,” which received information from the laptop. The adult services librarian stepped in the last few weeks to partner with the student on the last leg of the build, once we lost one student team member. Our team motto in the final weeks of the process was perseverance. Employing the scientific method, we worked through hypothesis to test theory, examine our data, try new theory, learn about color, light and engineering, and came out with a successful product that understands and sorts colored bricks correctly. Most importantly, we worked as a team, persevered through challenges, created multiple “drafts” of our work, explored new vocabulary, tried new ideas, thought critically about process, were good stewards of our space, and learned new things.
- Book Club
  - Book club began with two students, and a third student joined in late- November. Initially, students were given instruction on the online catalog, and taught how to search for books that interested them using “keyword” and “subject” searches.
  - To provide a more engaging experience, the adult services librarian consulted with the director and staff of the program on ways to have more communication with book club students, and the “word of the day” idea was born. The “word of the day” concept is as follows: students identify words that they can’t define thoroughly from the context of their reading, and mark these words down in the shared “word journal.” Students then utilize library resources to define the words in the word journal. Students also learn how to properly cite the resources from which the definitions came from. They then go back to their reading with their new understanding of vocabulary, so that they may have a clearer picture of the story/text.

- The purpose of this exercise is threefold:
  - Students increase their vocabulary
  - Students learn about library resources available to them, and learn how to search within these common resources (dictionary, thesaurus)
  - Students learn about the importance of citation at an early stage of their academic career, and understand the concept of plagiarism
- Knitting Club
  - This club functions as a separate entity, although it is hosted at the library. The students work with their mentors in the Reading Room. The knitting mentors have expressed very positive feedback, and one of the students presented a very lovely strawberry she created a week ago.

#### Staff

- Anekah Ellis is the new 30 h.p.w. Circulation Assistant (S-5). She started in her position 12/16. Anekah previously worked in the Children's Room.

#### Tax Abatement Personnel

- One of the participants has already completed the program but continues to come to JEL as a volunteer. The new round of applications will begin soon. The library hopes to have five personnel to assist during each of the week days.

#### Tax Filing Assistance

- The AARP was on site to plan Tax Assistance Program. They will be starting on Monday, February 3<sup>rd</sup> and ending April 6<sup>th</sup>. They will have two tax preparers offering 4 sessions each on Monday mornings and Thursday evenings. They will use an external encryptor to protect the data.

#### Technology

- Patrons are enjoying the option of being able to print directly from their phones and other devices. This is particularly helpful for patrons who have been sent from the DMV to print forgotten documents.
- Town IT Director installed Tyler Cashiering on 2 computers 12/5. Training in this module has been requested.
- Faronics AntiVirus v 4.21 was updated on all 26 computers 12/11.
- A malware/virus appeared on one of our public computers 12/16. Assistance was received from the Network. Virus scans were completed successfully. The machine is back in service without incident.

#### Teens

- The community project for December is making a gingerbread house from paper products. The decorating has begun!

#### Trustees

- Vacancy on the Board of Trustees. It is a Town appointment and we are waiting for the vacancy to be posted.

#### Delayed Openings

- One hour delay 12/11.