

TRUSTEES MEETING TUESDAY, MAY 28, 2019

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Budget

- Presented the FY2020 operating budget request at the Education and Human Services sub committee 4/23 for a total of \$539,817. Passed at Town Council meeting 5/20.
- Capital budget request for copper gutters to be installed on the west side of the building (Foster Street) at an approximate cost of \$90,000. Currently there are no gutters to remove the water from the masonry façade. Subcommittee meeting 5/28.

Building

- DPW have been working on the FOJEL storage: to finish the space and install the shelving.
- EagleStar has installed the equipment for the monitoring service for the fire alarm as the Fire Dept. is retiring the current system 4/18.
- Some vandalism in the elevator: The door to the emergency phone in the elevator has been dented but custodian was able to repair 4/16. Panel at side was pulled out in elevator car. EMS were called to repair 5/20. Quote requested for coaxial wiring for a camera installation.
- Health Department provided two additional recycling totes 5/1.
- Deputy Fire Chief and Inspector visited 5/1. JEL is now certified as centrally monitored for fire.
- DPW installed the CO Detector in the Mechanical Room and also re-attached a fire extinguisher box 5/2.
- Custodian repaired the damaged plaster on a decorative column 5/7
- MPC completed the spring preventative maintenance on the HVAC 5/8. Some repairs were identified and quotes have been approved.

Children's Room

- The Monday night STEAM sessions are very popular with the younger folks.
- *Hora de Cuentos* continues on the third Mondays.

3-27-19 thru 4-9-19	Total		4-10-19 thru 4-23-19	Total
Crafty Wednesdays	24		Crafty Wednesdays	31
Story Time Weds	18		Story Time Weds	21
Story Time Friday	63		Story Time Friday	48
Tinkering	6		Tinkering	6
Construction Crew	15		Construction Crew	12

STEAM	21		STEAM	10
Springfield Symphony's <i>Musical Petting Zoo</i>	54		Erin DeMelo: <i>Peter and the Wolf</i> Music	57
			Wimpy Kid Day	6
			Pam and guide dog Ume	29
			Makerspace poem and collage	6

4-24-19 Thru 5-7-19	Total
Crafty Wednesdays	45
Story Time Weds	22
Story Time Friday	54
Tinkering	5
Construction Crew	22
STEAM	14
Mother's Day Craft/May the 4 th be with You	8
ERS Art Exhibit	10

- Children's Room was closed 4/29 for deep cleaning.
- Staffed a table at the Heathy Family WIC Program, at the YMCA 5/3
- Eastford Road School teachers Kristin Rivers and Karen Krasinski and their students have an art exhibit in the Children's Room throughout the month of May. A reception was held on Monday 5/6 for the students and their families.

Collection Development

- Working on updates to the Collection Development Policy
New thematic displays are continuously being created to promote the collections and encourage borrowing – Earth Day 2019, April Showers, Passover, Books in Bloom, William Shakespeare's 455th birthday, Graduation/Careers, Summer Reading etc.

Friends of Jacob Edwards Library

- The Friends annual booksale was very successful, yielding \$1,303.
- Storage space being refurbished.
- The Annual Meeting was conducted on 4/20. The elected officers are: Isabel Lopes, President; Louise Majewski, Vice President; Barbara Day, Treasurer and Katrina Eberly, Secretary
- Immediately following the meeting was a jazz performance by Brian Kearsley and Hugh Allen.

HiSet Classes

- HiSet classes (formerly known as GED) have started on 4/29. The program is offered by Webster ABE and is free of charge. Classes are offered on Mondays and Wednesdays.

Internships

- Polly Currier, MLIS student in Community Outreach course for Simmons University. Successful mentoring program. Student has a graphic design background and has submitted some suggestions for the website and logo update.

Meetings

- Area Library Directors meetings on 4/3 and 5/8 in Sturbridge, to discuss areas of mutual interest.
- Adult Services Librarian and Director met with coordinators of the 21st Century initiative being conducted as an after-school program. We are working on some programming to offer on Tuesdays, starting mid-October.
- Met with Maureen Gullekson, Chief of Staff to discuss the resources and programming at the library that students could avail of on the early dismissal Wednesdays.

Outreach and Promotion

- Presented a short history of Southbridge to the Southbridge 21st Century Students participating in the Worcester State University program 4/25. Staff also showcased "Elvis" the new dancing robot that staff has assembled and is being well received by our younger patrons.
- Interviewed by Max for SCTV program Library Events 4/29.
- Attended the WRTA/CMRPC public hearing 5/6. Proposal to extend Rt. 29 to include as far as Big Bunny plaza.

Programs

- *Chappaquiddick* was screened on Thursday 4/11 in the Pioppi Room.
- Saturday, April 13: 5 people attended the weekly meeting of the Quinebaug Chess Club
- Thursday, April 18: A pastel painting workshop with artist Greg Maichack drew 14 attendees. The program was sponsored by an LCC grant through the Southbridge Cultural Council.
- Heather Beck, metalsmith presented a bookmark-making workshop drew 12 attendees, making this a fully-attended program, on Friday, April 19. The program was sponsored by an LCC grant through the Southbridge Cultural Council.
- Tuesday April 16 & 23: The Tuesday knitting and handwork program drew 42 attendees for both sessions

- Celebrating Jazz History Month there was a jazz performance on Monday, April 22, with 6 attendees. The event was sponsored by the Friends of JEL and recorded by SCTV for uploading on You Tube.
- Brochure published with selections of movies for the next 6 months for the monthly *Library Box Office*.
- *Belfast 1972*, a black and white photographic exhibit is having a steady stream of visitors.
- Four Franco-American poets read from their work in celebration of *National Poetry Month 4/29*. Recorded by SCTV for future screening.
- John Lewis show *Harmony in Glass & Metal* is on view throughout the month of May. A reception was held on 5/2. Max conducted an interview with the artist for SCTV.
- A Star-Wars themed display "May the Fourth Be With You," was set up to celebrate the event. A Mother's Day exhibit is set up to promote the materials we have on
- Installed May display in teen area: "May is for Marvelous Graphic Novels." Tweens/teens are encouraged to create their own comics, illustrations, stories and art.
- The library hosts some ongoing programs such as the *Quinebaug Chess Club* which meets in the Main Hall on Saturdays. Some instruction as well as the opportunity to play a game is offered. The group will recess until after Labor Day. The *Tuesday knitting and handwork* group meets weekly, in the Reading Room. And the *Book Club* meets on the first Monday of the month.

Reference

- Adult & YA reference assistance:
- Working with researcher on Italian Immigration in Southbridge.

Safety and Security

- Police officers conducted various walk-throughs during the month.
- Two small alcohol bottles were found 4/18.
- Vandalism in elevator car on two occasions. One requiring a service call.
- Police called as person was sitting on the staff bench at east side of building smoking marijuana and the smoke was coming in through the windows 5/24

Staff

- Recruiting for the page position. High school senior Grace Marderosian has resigned to prepare for college.

Tax Abatement Personnel

- The program is underway and participants have all worked a minimum of 25 hours.

Technology

- New router installed 4/9 by C/WMARS, at no cost to the town.
- The ScanPro microfilm machine serviced and cleaned. He investigated the ticket that was placed and determined it was an issue with the film itself 4/10
- Evergreen ILS (Integrated Library System) upgraded on 4/15 and we have experienced a few glitches since and are working with the C/WMARS network to resolve.

- Adult Services Librarian is updating the virus protection and licensing, an annual task that is time consuming and demands attention to detail. I have spoken with both Symantec/Norton and Faronics (Deep Freeze) about the staff time that the manual updates take to install in each public machine.
- WiFi Printing is no longer available after the recent system upgrade. We will need to purchase software for this purpose.
- Still experiencing issues with the recently installed router. Working with network staff to resolve.
- Six of the security cameras were offline but were re-connected within 24 hours.

Teen

- Teen Tech will continue on the YA area until the end of April. We will encourage tweens and teens to participate in the Tech Scavenger Hunt with the promise of a robot prize
- The Adult Services Librarian is developing a STEM-related program for the future entitled "Tech O.R." In the Tech O.R. (Operating Room), we will focus on a specific media each month, and will break down and analyze said media in order to learn more about that specific format of data delivery.

Training

- Participated in a webinar for ARIS/State Aid 5/23. There is new software and I will be attending the trainings.