

**REPORT PRESENTED BY EMAIL
TO THE BOARD OF TRUSTEES
BY MARGARET MORRISSEY, DIRECTOR
JUNE 23RD, 2020**

Budget

- Passed on May 28th. *TAMI* for FY2021 = \$540,772 *MAR* for 2021 = \$540,712 *Materials Expenditure* 15% = \$81,107
- 6 Year Capital Budget requests to be presented but the library was not approved.

Building

- Custodian is working 'summer hours' Monday through Thursday 6 am – 4 pm. He is on vacation for two weeks 6/15 - 6/26 and another DPW staff member is covering the facility.
- Oil seals have been replaced in elevator 6/3. Previously replaced in 2011.
- Colby Fire Protection conducted the annual maintenance of the system 6/9. Passed.
- The books and materials that are returned, have been quarantined for 72-hours (as recommended by industry experts) and then are sanitized before placing back on the shelf.
- Menard Glass has installed the tempered glass sneeze shields to the three service desks 6/22. Furniture has been removed and/or repositioned to facilitate the 6' social distancing. Some computers are out of service to allow for the proscribed distancing between users.
- DPW removed the damaged curbing and asphalt in the parking lot area at foot of staircase, and installed a new asphalt ramp. They installed a granite base for the bench on the east side of the building.
- The door to the mid-1700s Mynott clock has swollen and the DPW sanded the area where it was catching. DPW staff checked the Ammidown portrait that has moved slightly and restored its position.
- Fire inspection by Wel-Design conducted 6/18. Passed.
- Garden Club and Southbridge Business Partnership planted the four urns.

Children's Room

- The Children's Librarian has returned from furlough 6/22 and is working with senior staff on planning programs that are adapted to the current circumstances.

Collections

- The library has an OverDrive Advantage account and will be sharing the digital items with libraries across the state. Our patrons are able to borrow eBooks and eAudiobooks from any network across Massachusetts.
- Selectors are still reading book reviews and making selections but we have suspended book ordering. Items in process from orders submitted earlier.

COVID-19

- Due to the pandemic, the library was closed to the public from Monday, March 16th at 8 pm., until further notice. Curbside service commenced 6/9.

- The Institute of Museum and Library Services, together with OCLC, Inc. and Battelle, announced a new collaboration to support the nation's libraries and museums as they consider safe reopening practices in light of COVID-19. The project is known as REALM and the reports are available online.
- Battelle's first results show that SARS-CoV-2 virus was not detectable on the materials after three days of quarantine. This confirms that the procedure for safe materials handling that is in place is in line with the national standards.
- A binder is available for staff to peruse the information and updates. This is especially important for staff returning from furlough to keep abreast of developments.
- Staff continues to work on policies and procedures and update as new information becomes available, in anticipation of how services will be offered and operate.
- Personal Protection Equipment/Masks have been provided through the Health Department and hand sanitizer has been purchased. Sneeze guards are in place.
- Cleaning of the building is now the focus and will determine how the next phase of reopening will happen as we need to ensure that we can adhere to the standards set in the Reopening Guidelines.
- Submitted expenses Materials \$1,097.05 and Services \$2,753.00 to CFO for CARES Act reimbursement. The town recently received notice that the town-wide request has been approved.
- Preparations for opening to the public (in a limited capacity – Phase 3) continue. Some items such as the cleaning schedule needs to be confirmed.

Curbside Service

- New curbside service began Tuesday, June 9
- Service offered Monday - Friday 10 am to 4 pm
- Books and other materials will be returned by the patron directly to the Book Drop on the rear of the building - to avoid contamination
- No donations can be accepted at this time due to space limitations and quarantine

Friends of JEL

- No donations of books can be accepted due to concerns for safe handling of materials. Notice posted on the book drop.

Grants

- SCORE has donated \$250 to the library in recognition of the services that the library provides to its local members.

Meetings

- Participated in Dept. Heads meetings
- Area library directors met to discuss topics of mutual interest, mostly about COVID-19 and how curbside service was working out for our respective libraries 6/17.
- Met with Holly Christo of Literacy Volunteers of Central MA to discuss the office configuration for reopening.

Outreach

- Staff is posting regularly to Facebook to provide the community with some resources and hopefully interesting material.
- Keeping in touch with the Tuesday *Knitting with Sonya* group via posts on Facebook *You Keep Me in Stitches*. Posting some of the projects that have been completed.
- Staff launched the Silver Screen Bundles where the book and movie are combined in a bundle with a bag of microwave popcorn. Patrons were excited to take up this option.
- A call went out from the Department of Corrections to libraries across the state asking for donations of reading material for those incarcerated. JEL was able to provide some donations of paperback books. It was a good opportunity for the library to connect with the education department there.
- Promotion of Summer Reading continues. The 2020 theme is "Imagine Your Story". Staff is creating a terrarium as a living organism and fairy gardens are being created too to inspire young patrons. Now that senior staff has returned from furlough, planning can be more definitive.

Programs

- In June the Adult Services Librarian has selected some items from the archive and been posting to Facebook and local history group. Lots of positive feedback.
- Due to the pandemic, all other programs have been suspended, since March 13.
- Gaming area known as "the warp zone" has been created with a large format screen and will be used by players for the Nintendo Switch games (when permitted).

Staff

- Mail delivery has been suspended and staff pick up the mail daily.
- Buffing of the music CD collections is underway, using the VenMill machine. Approximately, half the collection is now completed.
- Staff are continuing to maintain social distancing and sanitize work areas and equipment.
- Three staff participated in the trivia quiz at 7 pm on 5/22 organized by Central MA Library Advocates.
- Circulation Supervisor returned from furlough 6/8 to assist with Curbside Delivery.
- Children's Librarian and Circulation Assistant returned from furlough 6/22
- Position advertised S-5 Tech Processing/Circulation Assistant, vacancy created due to retirement.

Tax Abatement Personnel

- All participants have worked a total of 10-16 hours in the program. Reported to Council on Aging Director.

Technology

- C/WMARS installed the additional Access Point to boost the WiFi signal in the parking lot 6/4
- Self Checkout station electrical connection completed and now connected to internet 6/4
- Purchased license for Adobe Acrobat 2020 for Windows for staff computer
- C/WMARS staff upgraded the Envisionware software.

Training

- Staff to attend a training provided by HR “Getting Back to the New Normal” on 5/28, a state mandated requirement for reopening.
- Circ Staff member has been trained and working on MUNIS system.
- Staff has a detailed procedure for *Safe Handling of Materials* to review with staff. Also the REALM reports are being followed.
- COSTEP MA: Hurricane Season 2020 Readiness Webinar, sponsored by the MA Board of Library Commissioners and National Weather Service on 6/16

Trustees

- The inaugural board of trustees meeting was held 5/26 on the GoToMeeting platform, facilitated by the Town’s IT Director: Wil Cournoyer. Today’s meeting 6/23 will also be conducted online.