

**REPORT PRESENTED BY EMAIL
TO THE BOARD OF TRUSTEES
BY MARGARET MORRISSEY, DIRECTOR
MAY 26, 2020**

Budget

- For discussion at Town Council Meeting, Thursday, 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 as well.

Building

- Elevator passed state inspection 4/29.
- Oil seals need replacing in elevator. Quote approved and repair scheduled.
- Custodian has been deep cleaning and painting in the building, continuing with general daily maintenance paying special attention to door handles etc. Staff has sanitized their work areas and computers.
- 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.
- MPC has removed and replaced the roof top unit# 2(RTU#2). This was an emergency capital project. 5/7 - 5/11
- MPC completed the spring preventative maintenance 5/12. No issues reported.
- Garon Electric has hardwired the automatic door entry 5/21. Also installed new sockets to facilitate the new self checkout service.
- Power outage 5/19 for 45 minutes. Staff were able to continue working.
- Security alarm sounded 5/20 and 5/9. Police Department responded and the building was checked without
- Menard Glass has delivered a plexiglass shield and there are 3 tempered glass shields on order and will be installed as soon as the materials are available.
- 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.
- Colby Fire Protection scheduled to conduct the annual maintenance of the system 6/9.

COVID-19

- Due to the pandemic, the library was closed to the public from Monday, March 16th at 8 pm., until further notice.
- 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.
- 5 items commonly found in public libraries have been selected for initial lab testing to determine the length of time the COVID-19 virus may live on the surface of these materials. The first round of results are expected to be released mid-June
- A binder has been started and contains the updates for staff to review and especially for staff on furlough, on their return.

- Staff continues to work on policies and procedures in anticipation of how services will be offered and operate.
- Draft plan of service sent to the Town Manager for discussion and Board of Trustees copied.

Children's Room

- As the Children's Librarian is one of the staff furloughed, it is difficult to plan and envisage an alternative Summer Reading program, given the restrictions and requirements that are in place. The decorations and other thematic items may not be appropriate, given the new environment we will be operating in.
- Prior to furlough, the Children's Librarian recorded many shows for future broadcast in the series *Story Time by Ms. Liz*. They are available on the SCTW YouTube. All the pre-recorded stories are all uploaded now.
- Staff has removed all the toys and other play items from the room. They have been sanitized and stored. Some of the computers will not be usable due the 6' social distancing requirement.

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.
- Three of our vendors: Ingram, Baker & Taylor and Midwest Tapes have delivered the items that had been on hold.
- Selectors are still reading book reviews and making selections but we have suspended book ordering. Items in process from orders submitted earlier.

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

- \$1,500 received for children's programming from the *Greater Worcester Community Foundation* donor advised fund *Olive I. and Anthony A. Borgatti*.

Meetings

- Virtual staff meeting with the Town Manager
- Participated in Dept. Heads meeting 5/5, 5/19
- Participated in some meetings with the area library directors 5/18 and 5/22
- Area Library Directors met on 5/22 to discuss topics of mutual interest mostly on the COVID-19 situation and reopening.
- Met with Holly Christo of Literacy Volunteers of Central MA to discuss the office configuration for reopening.

Outreach

- Staff is posting a few times daily 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.
- Voting notifications posted by constable 5/21.

- Called MassHire to inquire of services available to update list for unemployed workers.

Public Records Request

- Received a request 4/7/2020 from Amber McCrea of University of Wisconsin Parkside: "...requesting an opportunity to inspect or obtain copies of public records that pertain to library board of trustee meetings discussing the development or approval of the library's information security policy, the purchase or discussion of cyber insurance or any the discussion of any data breaches that may have occurred with any identifying names of library board members, library patrons or staff members redacted to protect their privacy".
A response was sent 4/14/2020 and Town Manager's Executive Administrator copied.

Programs

- The May exhibitor is Emily Daly of EVD's Whimsies. Her jewelry show is called "Literary Adornment".
- *SEN* article 5/21 and *The Citizen Chronicle* published articles on the May exhibitor Emily Daly and the April exhibit *Fine Lettered Poetry: Calligraphy by Stephanie Cyr*
- Due to the pandemic, all other programs have been suspended, since March 13.
- Staff participated in a project with the Facebook group Heart Hunters. Creating an art piece (a window decoration of hearts) in celebration of those working on the front lines of COVID-19

Staff

- Staff has been doing some professional development using the *MIIA Local Gov U* training offered by the town's insurance company and the efforts are recorded.
- 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.

Technology

- Thorough review of the JEL website was undertaken and updates made.
- ADVSI has installed cabling for an additional Access Point (AP) to boost the WiFi signal to the parking lot at the rear of the building. This is a response to a request from one of the Town Councilors.
- ADVSI reviewing and updating the Panasonic telephone system 5/26.
- CWMARS will install the Access Point (AP) on Thursday, 6/4.
- Payroll is now live on MUNIS system.

Training

- Training will be provided by a staff member in book processing.
- 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.

Trustees

- The inaugural board of trustees meeting was held 5/26 on the GoToMeeting platform, facilitated by the Town's IT Director: Wil Cournoyer.

