

**Report presented by email
to the Board of Trustees
by Margaret Morrissey, Director
November 23, 2021**

Building

- State inspection of the boilers 9/23/2021. Two issues were identified. The emergency shut off switches for the boilers have been installed 10/25. Colby Fire Protection has drained the air tank and installed the valve 11/8. DPW will continue the maintenance on the air tank, as directed by the inspector. Informed Commonwealth of MA Department of Fire Services BPV that the upgrades were completed.
- Carpets have been shampooed in the Children's Room and Craft Room.
- Carpet in the Craft Room has been removed 11/3, due to the ongoing water issue. Slims/Berthiaume Sewer Service has TV'ed the lines and they are not blocked. Soper Construction 11/16, has advised that a sump pump could mitigate the problem if installed. On further investigation 11/22, the DPW has determined that water is leaking through the joints on the Main Street staircase. The joints need to be cut out and re-pointed. A sump pump is also being considered. The flooring will not be replaced until the water issue is resolved.
- Lock and handle of the north entrance was repaired by Lockout Locksmith.
- Batteries replaced in silent alarms
- The elevator failed inspection due to a new standard to be reached – a Phase II Stop Switch - Elevator Maintenance will work on a retrofit. 90 Day Permit issued.

Children's Room

- Weekly Storytime on Wednesdays is broadcast on Facebook Live. There is an uptick in the number of attendees to the in-person portion of the program, some new families to the area attending too.
- Regular programs Lego, STEAM, Crafty Wednesdays etc continue.
- Book talk and signing 11/6 with author/illustrator Audrey Helen Weber showcasing her debut book *On The Day the Horse Got Out*, which was arranged through the publisher. Copies are still available for purchase at the circulation desks in association with independent bookseller Booklovers Gourmet.
- Annual *Gingerbread House Workshops* are scheduled for 11/29 and 12/4 – 48 kids registered.

Collection Development

- Circulation staff in the adult department are continuing shelf checking and verification against the catalog – ongoing project.
- Library Director is ordering materials while the Adult Services Librarian position is vacant.

COVID-19

- Received a call that one of the program attendees has tested positive for the virus. The Health Director advised that the seven attendees should be contacted and advised to quarantine for 5 days unless they have symptoms. In that case they should be tested right away.
- Staff continues to offer Curbside Delivery Service.
- Mask mandate in effect since 9/22 in all municipal buildings.
- Senior Tax Abatement program suspended.

Donation

- A donation of \$1,000 was received from a Sturbridge patron whose son spent hours as a child at the Jacob Edwards Library. He passed away last year and she wished to honor his memory by connecting to the library with an unconditional donation. I mentioned that we have an original collection (3) paintings that were illustrations from a book and would like to consider using some of the money to purchase an original work of art. She was pleased with this idea and I would like to propose that the money be used to buy an illustration by Audrey Helen Weber (Southbridge High School graduate and a NYT Book Review illustrator among other accomplishments).
- 11/4 Linda Serleto Poli donated Margaret Octavia Champagne's framed Mary E Wells High School Diploma from June 26, 1924. With Ms Poli's permission, as the library already has a framed copy of the M E Wells Class of 1917, on display, it has been passed along to the Optical Heritage Museum.
- Janet Tieri Borden gifted a framed photograph from 1918, of Federico Nicholas Verna and Chiarina (nee Campilli) Verna and a history of the family, as well as some other photographs.

Grants

- Eagerly awaiting the announcement of the awards by the Southbridge Cultural Council for programs funded by Local Cultural Council grants.

Outreach

- Met with new Director of Charlton Public Library 11/19 and discussed areas of mutual interest.
- Meeting with the Southbridge Academy Principal Tiffany Greaney and Middle School English teacher Ana Bowden 11/23, to discuss regular visits by the Academy students.

Programs

- Kathryn Sotar of K.Sew.Co is the artist for November and is exhibiting her fabric and fiber work through the month. A reception was held on Thursday, 11/4.
- The knitting group has been meeting weekly in the Reading Room.
- *Southbridge Chess Club* (new name) has resumed again with Ben Marinelli, started 10/23. This is anticipated to be a weekly meeting at 9:30 am
- Dino Tata of The Aldrich Astronomical Society presented a program 11/18 on the James Webb Telescope. It was heartening to see the engagement with the audience. Jim Zebrowski, president set up a telescope with a 6" lens in the parking lot to view the night sky and folks responded to this novel opportunity also. A recording of the presentation will be uploaded to YouTube.

Safety and Security

- Four teens were vaping in the area adjacent to the study rooms on the mezzanine floor and generally not being appropriate 11/15. They were asked to leave and did so without issue.

Service Hours

- The library was closed on November 11 in honor of Veteran's Day.
- The library will be closed on November 25th and 26th

Staff

- Athena Sweeney has started in the Technical Circulation Assistant (37.5 h.p.w) position 11/8.
- Two Library Pages (10 h.pw.) have started employment. High school students Ava Tougas and Isabella Paniss.
- Interview has been conducted for the Adult Services Librarian position and a job offer has been accepted. On 12/13 we anticipate the position being filled.
- Children's Librarian and Director participated in the Swiacki Children's Literature conference offered online by Framingham State University.

Technology

- Piper Mountain Webs provided a few draft sites for staff to review. They wanted to move ahead with training so that staff would populate the website. We agreed that we would receive a fully functioning website and be trained on how to update it.