

**Report presented to the Board of Trustees**  
**by Margaret Morrissey, Director**  
**September 28, 2021 (in person meeting)**

**Building**

- Regular 50 hours per week service hours have resumed. Included are two evenings and Saturday morning hours.
- As of Monday, September 22, 2021 masks are required in all municipal buildings per the Health Director and Town Manager.
- DPW custodian has been given additional assignments at other town buildings and is at the library now for three hours daily. DPW staff are following the regular schedule. 7 am-3 pm.
- Leak over the window on the first floor, east side of building has been successfully repaired by the DPW.
- Boilers were inspected 9/23. Waiting for paperwork to get the exact wording but a kill-switch needs to be installed. It will be done on receipt.
- The factor upgraded microfilm machine has been returned by ImageTek and reinstalled. Some new features will be helpful for ease of use.
- Norel has been contacted to provide a quote on upgrading the fire alert system.
- Coby Fire Protection was here for the annual inspection. \*Fire extinguishers, \*Wet/Dry system.

**Children's Room**

- *Story Time with Ms. Liz* is offered on Wednesday and Fridays at 10:30 am. The Wednesday event is broadcast on Facebook Live as well.
- *Lego Club* is offered on Tuesdays and Saturdays.
- *Crafty Wednesday* with a weekly theme is available all day in the Children's Room.

**Collection Development**

- Staff continue to read the reviews of print and nonprint materials, in the professional literature. Purchases are made on a regular basis for the adult, teen and youth collections.
- A new inventory has begun. We are hoping to have the catalog

**Grants and Donations**

- The LCC Grants awarded for the 2020 cycle that were postponed have been rescheduled in 2021. By October 15, all FY2020 LCC granted events will have taken place. One grant was not approved as it fell outside the re-scheduling guidelines.
- Made an inquiry with the Southbridge Cultural Council for a lighting system for the sculpture and the building and I am preparing more information on the project as the SCC is receptive to the idea. Deadline October 15.
- Made an inquiry with the Town's insurance MIIA to inquire about a grant for upgrading the fire alert system. Deadline is November 4.
- Paul Mills donated a Minutes Book from Southbridge Investment Company 1931-1952.
- Donation of \$100 from Gillian Brown in memory of the late Thomas Crosbie.

#### Literacy Volunteer Services of Central MA

- The Executive Director position has been filled by Emily Farrell. An event is planned to bid farewell to Holly Christo on Thursday, October 14<sup>th</sup>.

#### Outreach

- Letter of support written for WCAC outlining the in kind offerings of the library for their clients.
- Attended the annual meeting of the Central MA Library Advocates at Charlton Public Library on 9/23.
- Attended the area library directors meeting at the Leicester Public Library and received a tour of the recently renovated building, on 9/24
- The Hanover Theatre have offered an opportunity to host Clara, the character from The Nutcracker. She will visit JEL in costume, on Saturday October 16 and read from the story, dance a little from the ballet and answer questions. The Hanover is providing this cameo appearance without charge. To increase the potential attendance, I would like to request that the Board of Trustees fund four tickets for a family to win at the event. The cost would be \$210.

#### Programs

- Performances (funded by the LCC 2020 grant cycle) that were postponed in 2020 due to the pandemic, have until October 15th to be presented. All eligible grants have been rescheduled.
- The first in person exhibit was offered in September – a tribute to the life work of Jean Murphy. It coincided with a memorial service at the Ruth Wells Center for the Arts.
- Crocodile River Music performed to a delighted audience on 9/16. On this occasion, they had a dancer/percussionist who had the audience on their feet learning some of the dance moves.
- On Thursday, September 23<sup>rd</sup>, *Flamenco Boston* gave another outstanding performance. The event was recorded by SCTV and broadcast on Facebook Live. There were twelve people in attendance.
- Greg Maichack presented a pastel workshop on Monday 9/20. Eleven people participated in the class.
- Anna Smith, Interim Recycling Coordinator presented a program on Composting Monday 9/27. Three people attended.

#### Reference

- Director is staffing the service and providing research to questions submitted by telephone, email and on Southbridge interest groups on Facebook.

#### Safety

- Police Officers were at JEL on staff arriving to work, talking to two people sleeping in the portico at the north entrance. Another day the same two people were on the floor, sleeping. Staff has become aware of some thefts of books. Another patron who is frequently inebriated comes into the library, sometimes even a few times a day.
- Police Dept. will be contacted as this seems to be escalating, to resume the regular walk-throughs which have not happened, in a while.

#### School Department

- A copy of the September eNewsletter was circulated to Department Heads and Town Councilors. Printed copy posted on the JEL official noticeboard.

#### Service

- The library is continuing to operate a curbside service
- Books are checked in from the book drop each morning. Interlibrary loan materials are checked in on arrival. This is in line with area library procedures. All materials are wiped with disinfectant to provide an additional layer of safety.
- Our distributors have sent messages indicating that they are experiencing significant issues with the supply chain. Materials are being delayed up to one month. We have been advised to order months in advance to assist their process.

#### Staff

- The Adult Services position has re-advertised. There are currently one page position and one full time Tech/Circ assistant positions available, as well.
- The 2 Library Aide positions have been filled by Jeanne Dupuis and Jeffrey Skonoieczny.
- The Children's Librarian is working on the third part of the Basic Library Techniques course. This section is on cataloging.

#### State Aid

- Working on the financial report due October 1.
- FY2020 state aid award received was \$32,599.17

#### Technology

- The initial draft of the website update created by Piper Mountain Webs is available and circulated to staff and the board for comment. It provides clear access to important sections of the website and staff is enthusiastic about its effectiveness.
- Spectrum is reviewing the current status of the library and restoring the ability of the library to be able to broadcast live, when needed. SCTV Director is coordinating with the parties involved.
- Five hotspots received as part of a grant program offered by MA Board of Library Commissioners. Free of charge for 1 year, either return or take over the data plan as of October 2022. Draft policy to be discussed at today's board meeting.