

**Report presented to the Board of Trustees
by Margaret Morrissey, Director
February 28th, 2023**

ARIS/State Aid

- The library has been approved for State Aid. The first of the two part award is \$26,824.38

Building

- Energy Conservation Inc (ECI) provided a quote to install LED lighting for the two sculptures \$9,964.76. Funding was provided by an LCC grant from the Southbridge Cultural Council. The project has been completed 1/25 and has added a new dimension and atmosphere to the streetscape at night.
- A proposal has been received from Windham Interiors for \$2,725 to create and install a surround for the stained glass transom of Salle Notre Dame 11/28. A separate quote for finish painting has been submitted by Sean Morgan Painters for \$685, making a total of \$3,410 for the project. The project is funded from state aid and approved by CFO.
- Met with George Aguire of Norel Services 11/29. Met with customer service representative Dimitri Karamoutsos 1/11 to discuss scheduling the test, some issues that were identified in the walk through that was done of the building. Annual test scheduled for
 - Foster St. porch are too cold and could affect the sprinklers and alarm.
 - The batteries for the intruder alarm system/custodian's office have been replaced.
 - The gauges in the wet/dry system need to be updated. They will be done when the techs. Are doing testing.
 - The burglar monitoring is being checked to see if Norel can offer this service.
- Colby Fire Protection checked and replaced the fire extinguishers throughout the building 1/17.
- The library has a new tree planted by the Opacum Land Trust *1,000 Tree project* 1/20. The tree is *Cercidiphyllum Jap Hanna's Heart: Hanna's Heart Katsura*. It is planted on the narrow grass verge in line with the most easterly border of the library property.
- Renaud HVAC and MPC submitted proposals for a quote for heating to be added Foster Street porch.

Chess Park

- Met with Ben Marinelli and Joe Coan, landscape architect. Requests for proposals for site surveys (for the Chess Park footprint and for the overall property) have been sent to surveyors. One response has only been received to-date from Levesque Geomatics for \$2,500 and \$3,900.

Children's Room

- Young Scientist (STEM) program offered in partnership with YFCP started 1/19 and will run for 6 weeks.
- Wiggles and Giggles offered in partnership with YFCP and has been running since 2022.

- School vacation week was extremely busy, record numbers daily, Children's Room was energetic and very busy.
- *Magic by George* funded by an LCC Grant from Southbridge Cultural Council was a big hit! George did not disappoint as per usual. Children were engaged and participated in his magic tricks. George even shared with the children some of his secrets to his magic tricks. Program ended with a meet and greet with Hocus and Pocus, his two white doves. There were 67 people in attendance.
- Compiled monthly statistics
- Created displays for Children Room
- Created flyers for all Children programs
- Working on Summer Reading activities
- Beanstack 1000 books before kindergarten is set to go live later in March

Collection Development

- Draft Reconsideration of Materials Policy has been circulated to the board for comment.
- Children's Room:
 - Weeding JJ
 - Placed a second VOX Books order

Friends of JEL

- The group has agreed that an afternoon meeting on one Monday of the month works best for participants. The January meeting has been rescheduled to 1/30 at 2 pm
- The holiday book display will be changed out.

Grants and Donations

- The library submitted 22 letters of support to accompany the Local Cultural Grants.
- The library has been notified that we were approved for the 2023 grant for the illumination of the two sculptures. Project completed.

Outreach

- Continue to participate in the meetings regarding the MA Office of Tourism (MOTT) grant for the design of a Walking Tour. Various community organizations and individuals have raised the matching \$8k and more. Assisting with some background research.
- Library Card drive is underway with SMHS, Southbridge Academy and the elementary schools.
- The Knitting Group have donated knitwear for New Hope and St Luke's. The work was on display during the holiday season. Marie from St. Luke's and Ashley from New Hope came by and spoke with the knitters.

- QCC has been working with the Economic Development department to find a no-cost learning commons which is accessible and has high visibility in the community, for its students
- Vaccine Equity Initiative VEI clinic will be held in the Pioppi Room Thursday March 9 from 1 to 7:45. A \$75 gift card will be offered while supplies last to anyone getting the COVID-19 vaccine or booster.

Programs

- Bill Tremblay, poet launched his new memoir “The Luminous Racetrack” on 1/26 at the library.
- *William Bullard People of Color – part 4* is on view throughout the month of January. A Facebook Live broadcast was done during the Meet & Greet And the program by Frank Morrill on the latest research on the Bullard Collection: People of Color was presented 2/2
- Book Club discussed William Kent Krueger’s *Ordinary Grace* 2/16. Copies of the books are always available at the circ desk in advance of the program.
- Southbridge Board of Health and RCAP presented a program *Housing Resources and Guidance* on 2/9 and were joined by Family Resource Center and Open Sky.
- New series *Afternoon Author Talks* is going well. Excellent response to the first two presenters Stephen Amidon and Karen Michalson.
- The Southbridge Community TV continue to record and broadcast the library programs on YouTube channel.

Safety and Security

- Police Officer responded to our call 1/23 as there was a domestic argument involving two cars in the parking lot. While here, they also assisted with another domestic argument on the mezzanine floor. All parties were spoken to by the Police.

Social Media

- Regular postings continue on Facebook and Instagram, as well as live broadcasts.

Staff

- Library Page position has been advertised in area schools – 10 hpw position for high school student. Applicants unable to work the hours we need coverage for.

Tax Abatement Personnel

- Five personnel have been approved and commenced their hours.

Tax Preparation Assistance

- Professor Eduardo Rivas at QCC Worcester will be offering a virtual tax assistance program (VITA) in conjunction with WCAC an in-person appointments here in Library needs to provide laptops and printers. Working with IT Department at School District to source. Monday, March 13th is the day the QCC team will be here

Technology

- New printer from Ricoh arrived in a damaged condition. Replacement machine has been delivered and installed.
- Technology Task group met 11/3. Proposed scope of service received last week and will review and send out to some qualified contractors for proposals.
- Met with new IT Director Victor Roule, Assistant Town Manager Adriana Robaiana and Economic Development's Peg Dean to review grant opportunities, especially with a focus on fiber optic installation.
- Working with Victor Roule, IT Director and Charles Diaz SCTV on various technical issues.

Teens

- *Take and Make* projects are popular – between 15 and 20 kits are distributed each month. New theme each month.
- Teen Advisory Board meet up offered each month.

Service

- Closed
 - President's Day February 20th.