



**Report presented to the Board of Trustees
by Margaret Morrissey, Director
presented January 23rd, 2024**

Building

- Request for proposals for tree trimming sent to Coady Tree Service, Benoit Tree and Landscaping, and RBTre 12/8. Dave Coady has provided a proposal of \$2,500.00. No response received from the other companies. Contract awarded. Anticipated start date 1/26.
- Batteries for the emergency lighting have been delivered. Waiting for DPW to install.
- Town Manager is working on an RFP for the ceilings throughout the building. Received an updated technical spec. from Sherwin Williams.
- Since 6/14 we have been experiencing intermittent issues with the elevator that were eventually resolved. We have been advised that the elevator is at 'end of life' and we need to consider a modernization program. TK Elevator has bought US Ascension 2000 elevators and has developed a 'modernization plan'. \$120K is the quoted cost and any upgrades to the electrical service, fire service etc., will be additional costs. A request was submitted to the ARPA Committee for funding and I presented the request at the 8/31 meeting. The modernization of the elevator was given first priority status in the Capital Requests, recently submitted. 12/8.
- 1/9 Elevator stuck open on the second floor. Immediate problem was resolved, but has reoccurred. Elevator maintenance company has been advised and did some checking on the door on the second floor.
- MPC was awarded the contract for HVAC in FY24. The preventative maintenance was conducted on 11/22. Two issues were identified in the report and a quote for the work has been requested and still waiting for the proposal.
- Mills room key not returned by Western Mass Labor Action 11/20. Chris called and indicated the key was left in the room. The staff has searched and the key has not been retrieved. As I was unable to resolve the issue, I asked him to send a letter summarizing his point of view and indicated I would present to the Board. No correspondence has been received.
- Town Council approved the proposal from Guardian Energy 12/18, to replace the insulation in the 1966 attic area. There is attractive incentive being offered by MassSave. Total cost of the project \$40,494. Incentives \$23,274 (slightly increased from the original proposal). The contract was signed January 8, 2024. I appreciate the support of the Town Manager, Economic Development & Planning Director and the DPW in facilitating this process.
- There was a leak in one of the first floor bathrooms as a result of the storm 12/17-18. DPW was informed.
- Reorganization of U-Storage has begun 1/19

Chess Park

- A formal request for guidance on proceeding with the fundraising for the chess park has been made to the Town Manager. Ben Marinelli sent an email inquiring about the status of the fundraising request 12/ 27/2023. The rendering by Joe Coan, landscape architect has been posted to the website, the eNewsletter and a copy sent to the Town Manager 9/26.

Children's Room

- Programs offered in addition to the regular Story Time (Wednesdays and Fridays), Lego Club (Tuesdays and Thursdays), Crafty Wednesdays, STEAM and others.
- YFCP Wiggles and Giggles and new "Littles" Wiggles and Giggles started Jan 9, 2024 for 6 weeks, back-to-back sessions starting at 9:30 am ending at 11:00 am.
- New families joining in on Friday Storytimes (birth to 3)
- Pied Potter Hamelin on Sat Jan 6, 2024 and there were 31 attendees
- AmeriCorp is presenting workshops on Tuesdays and Thursday afternoons based on heritage crafts every Tuesday and Thursday from 3-4 pm serving children and teens
- Working on summer reading program "Read Renew Repeat"

Collection Development

- A 35 mm film was found in the Holmes Ammidown History Room and Archive in a can with a brief note indicating it was of Sacred Heart Church. It was a professional movie "Exclusive Pictures Taken for the Strand Theatre by Central Motion Picture Co. C.L. Raimondo Photographer". The film was thought to be in poor condition and it was vacuumed and is not deteriorated. I have spoken with Anthony Labbate, Preservation Manager at the Eastman Museum. He has provided some images of what we can expect from the digital version He was encouraging about the results we could anticipate from this process. A 4k scan has been done which includes editing and color correction. The funding for the project has been provided by Cornerstone Bank (\$500) and Southbridge Historical Commission (\$400.25) and Savers Bank have offered to cover the remaining cost (\$3,148.75). Please note: 1,000 ft of film was salvageable and 50 ft. was destroyed by rust and environmental issues. The payment has been received by the George Eastman Museum and they are ready to release the digitized materials 12/19. Southbridge Community TV Director will assist with the uploading of the footage and access. This project was a long time in gestation but I am pleased that the material has been preserved.

FOJEL

- Valentine's Day sale is set up on the lower level.
- Donations in storage will be sorted, after the next meeting.
- Next meeting Monday, February 12th at 2 pm in the Pioppi Room.

Grants and Donations

- A donation of \$300 was give for use of the Pioppi Room 1/19 and 1/20.

Local History

- Attending the MOTT (MA Office of Travel and Tourism) grant group meeting to compile a database of historic buildings, as part of a series of walking tours that are being planned. Worked with two of the members 1/17/2024 on providing access to photographs from the archive to be used in the website for the walking tour.

Long Range Plan

- Staff is promoting the databases and other free information resources. Constant positive feedback is being given to staff on their customer service but in particular the assistance they provide to patrons using the mobile printing.

Outreach

- Mott Committee working on identifying photographs for the forthcoming website. Visited JEL 1/17.

Programs

- Lucinda Marie Covino watercolors arts show during the month of January. Meet and Greet held on Thursday 1/4 and SCTV recorded the event.
- *Afternoon Author Talk* with Melissa Torres is planned for 1/24
- JEL Book Club 1/17 *Remarkable Bright Futures*
- *Tuesday Knitting* continues to attract participants from area towns and from CT too.
- *Chess on Mondays* resumed 1/22 with the instructor, drop in sessions continue

Reference

- During the month many research questions were responded to, mostly on genealogy and vital records. Assistance was also provided on Hamilton Woolen Co to two researchers.

Safety and Security

- Some problem patron behavior during the month and staff is alert to maintaining order.

Staff

- Noah Wallace, Circulation Assistant has received his black belt in taekwondo.

Tax Abatement

- The Tax Abatement Program has started for 2024. There are five participants Linda DiBonaventura, Cindy Marino, Virginia Rutcho, Ted Bartlett and Holly Christo.

Tax Assistance

- WCAC is offering the VITA program at the library, starting 1/22 with three tax preparers. Four sessions are scheduled 1/22, 1/29, 2/12, and 3/4 from 4:30 to 7:30 and heavily promoted in the community on social media.

Technology

- Postings were made to social media and website.
- Two replacement hotspots ordered. The library will have a total of five devices to offer the community. Officer from PD attempted to contact the two patrons with the long overdue hotspots. No response and decided not to pursue due to negative impact.
- Patrons are returning hotspots more promptly now that the policy has been updated to include a signature and higher replacement costs for lost devices.
- Ockres completed the Touchview 86" TV and audio installation in the Pioppi Room 1/10 and the audio in the Reading Room.

Teen

- The monthly *Take and Make* craft features straw bracelet making
- Teen Advisory Group (TAG) meeting

Training

- Two staff have signed up to take the catalog training series offered by MA Library System. This course is part of the Basic Library Techniques program and staff will be encouraged to continue with the other three sections, leading to a certificate.