

Report presented to the Board of Trustees
by Margaret Morrissey, Director
February 15, 2022

Budget

- The FY2023 Capital and Operating budget messages from the Town Manager have been emailed and department heads were instructed to submit a level funded budget request. The operating budget request is \$608,397. The required books and materials expenditure for State Aid is 15% of TAMI, and would be \$91,259.55. I am requesting the board contribute 50% of the projected figure, when determined. The budget meeting is on Thursday, February 17th and the Chair of the Board is attending as well.

Building

- There were three quotes received for the replacement of RTU#4 and RTU#3. Renaud HVAC was the lowest qualified quote we received. The supply chain has created a lead time of 22 weeks for the vendor to get the equipment. The Town Manager will be presenting the request to the subcommittee and subsequently the Town Council for approval. The quote was for \$51,470 and will be funded by the state aid account
- Fontaine Masonry completed the sealing of the granite steps on Main Street on Saturday 2/12. We are hoping this will eliminate the leak in the Craft Room. Funding from the Small Capital fund and the Building Repair and Maintenance (both from Operating Budget). The other masonry project:
 - to re-point the brick façade on the Foster Street side of the building around the portico and the low retaining wall – has been awarded to Fontaine Masonry who were the lowest qualified quote received and will be done in early spring.
- The quote for the elevator upgrade – to install a stop switch II has been approved and we are waiting for the work to be scheduled. Elevator Maintenance Services was reviewing the equipment and we provided copies of the blueprints. The elevator has applied for an extension of the permit which now expires on 5/23/22. The state enacted this new protocol in October 2021 and many elevators across the state are impacted.

Children's Room

- Weekly Storytime on Wednesdays and Friday continue.
- Regular programs Lego, STEAM, Crafty Wednesdays continue.
- YMCA- Young Family Community Partnership has offered a joint program called *Wiggles and Giggles*, hosted at the library with Lainey Hanlon educator and musician. The programs are scheduled to be of one hour duration per week, on Tuesdays at 9:30 am. Due to the growing attendance at the program, another series has been funding and will continue until March 29th.

- WIC will be present in the Children's Room on Wednesdays in support of *National Nutrition Month*.
- The WCAC Daycare Program are planning on participating in the Friday Story Hour events, starting March 25th.
- Artist Audrey Helen Weber has been notified that the commission has been approved by the donor (memorial funding \$1,000) who would like to remain anonymous and was ratified at the November meeting by the Board.

Collection Development

- Circulation staff in the adult department are continuing shelf checking and verification against the catalog – ongoing project.
- Purchasing new game editions for the collection – PS5 and Xbox X to add to the PS4, Xbox One and Switch games.
- Meeting with Hoopla representative planned to discuss increasing digital offerings
- Hotspots have begun circulating. One is in use by the AARP Tax Aid personnel and has assisted them

COVID-19

- Staff continues to offer Curbside Delivery Service in addition to the building being open for in-person browsing. Some area libraries have temporarily closed for a short period.
- Mask mandate in effect since 9/22 in all municipal buildings. Staff politely remind patrons to wear their masks and pass out masks to those who need them.
- Senior Tax Abatement program – 65 hours to be worked and credit given on real estate tax, is resuming this month. The Community Services Director Pat Haddock has five personnel for the library. One is unable to start until the summer and is aware that they may

Friends of the Library

- The Friends met on February 10th at 3 pm in the Reading Room. They are planning a scaled-down book sale on May 13 and 14 in the Pioppi Room with some carts on display at the north entrance to promote the sale.

Gifts and Donations

- Claire Birtz Trust has provided \$2,000 for a stained glass logo of the library to be designed and made by Paul Dowgiert.
- Frank and Lenore Morrill presented the library with a framed poster of the Strand Theatre from the 1946. It will be installed in the Reading Room adjacent to the Ernie Tsoules photograph in his Strand Theatre uniform as soon as the DPW can schedule.
- 2 tickets from *The Stand* offered by Pamela Morse via Focused on Southbridge FB page.

Outreach

- Adult Services Librarian and Library Director visited the SMHS for an assembly 2/9. A script was developed promoting the library and its resources and presented to the 6th and 7th graders. A return visit is planned for 2/16 to address the 8th graders.
- Staff visited the SMHS library and QCC campus when at the SMHS 2/9.
- Invitation from Mel Blake, SMHS Librarian to visit the middle school and conduct a library card drive at the next parent teacher meeting.
- Sent information to *City Connects* personnel at Charlton Street, West Street and the Middle Schools on local resources for summer activities in the community.

Programs

- *The William Bullard Photographic Collection of People of Color* – part 3, is on display during the month of February. A presentation was given by curator Frank Morrill on 2/3. The program was broadcast on Facebook Live and also recorded by SCTV and is now available for viewing on YouTube.

Safety and Security

- Police Department were called 2/14 as we had a disruptive patron

Service

- The library will be closed on February 21st in honor of President's Day.

Staff

- Staff completed a training on Violence Reduction and De-escalation during the month and filed the certificates with HR office. The town receives a reduction in the insurance premium on approved trainings.
- The town's insurance company MIIA will present a mandatory training for staff, later this month on Harassment in the workplace.

Tax Preparation AARP Volunteers

- Tax preparation assistance began February 7th and will continue to April 4th. Staff is taking registrations. It is a new format this year. The first intake was conducted on 2/7 and went smoothly. Staff provided a hotspot to ensure continued WiFi connectivity and this facilitated the service.

Technology

- Website training was conducted 2/1. Staff is working on populating the various pages and checking to ensure the crossover was completed successfully.