

TRUSTEES MEETING TUESDAY, FEBRUARY 25, 2020

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Budget

- Trustee Board Chairman Dick Whitney and I met with Town Manager and Chief Financial Officer to discuss the FY2021 budget, on 2/19. Currently the requested amount is \$550,036.00 but the discussion is not yet complete. The focus of the discussion was the books and materials budget – a mandatory minimum of 15% of the MAR to meet the state aid requirement.

Building

- The heat exchanger for the roof top unit #2 needs to be replaced. MPC awarded the contract and they will install as soon as the part is replacement unit is available.
- Elevator Maintenance Service has repaired the two items that were identified in the inspection conducted by the state 1/10. State will inform us of the re-inspection date. Office of Public Safety conducted an administrative review on 1/27 and has waived the fine previously imposed.
- Working on the draft invitation to bid for the installation of copper gutters on the west side of the building.
- Request for Quote has been approved by the Town Manager. Three architectural firms were contacted to work on the repair of the ceilings throughout the building.

Children's Room

- Special guest reader 2/20 was West Street School principal Joanne Wilson. The event was a huge success and well attended, during school vacation week.
- Staff has already started working on the crafts for the Summer Reading Program. *Imagine Your Story* is this year's theme to include fantasy, fairy tales and mythology.
- Pumpnickel Puppets gave an outstanding performance on 2/19. The event was funded by an LCC Grant from the Southbridge Cultural Council.

1-15-20 thru 1-28-20	Total		1-29-20 thru 2-11-20	
Crafty Wednesdays	17		Crafty Wednesdays	29
Tinkering	2		Tinkering	6
Construction Crew	17		Construction Crew	18
Monday Night STEAM	13		Monday Night STEAM	3
Story Time Weds	24		Story Time Weds	26
Friday Story Time	44		Friday Story Time	37
Saturday Construction Crew	11		Saturday Construction Crew	9
			<i>Take your Child to the Library Day</i>	21

02/13/2020 to 02/25/2020	Total
Crafty Wednesdays	26
Tinkering	2
Construction Crew	12
Monday Night STEAM	4
Story Time Wednesdays	29
Friday Story Time	46
Saturday Construction Crew	10
Pumpnickel Puppets – LCC Grant	79
Joanne Wilson, Principal WSS Guest Reader	20

FOJEL

- Group met 2/24. Program offerings, membership and outreach were discussed. The annual books sale which is the big revenue generator for the Friends will be conducted from March 26th to 28th. Lots of great bargains available!

Meeting Room Usage

- HiSet/GED classes have resumed on Mondays and Wednesdays, offered by Webster Dudley Adult Literacy. The number of students has increased.
- LIHEAP – Fuel Assistance program by WCAC is here on a weekly basis from November to April to meet with local clients.

Outreach

- Monday, February 18: Installed Display celebrating 234th birthday of author Wilhelm Grimm
- Friday, February 21: Installed display for Mardi Gras, celebrated on Tuesday, February 25
- Tuesday, February 25: Installed display celebrating the 67th birthday of American fiction author Carl Hiaasen

Programs

- The next iteration of the Bullard Collection is on display throughout the month of February, celebrating Black History Month. Frank Morrill, curator of the collection will give a talk on Thursday, February 27th at 6:30 pm. He will be co-presenting with one of the descendants of one of those portrayed in the exhibit. The event will be recorded by SCTV
- Thursday, February 13: 3 attended this month's Library Box Office showing of the film "Green Book"
- Saturday, February 15: 13 players attended the weekly meeting of the Quinebaug Chess Club
- Tuesday, February 18: 18 hand-crafters attended the weekly meeting of the "Knitting with Sonya" program
- Thursday, February 20: 14 guests attended the program "Road to the Vote: The Boston Women's Suffrage Trail," presented by Katherine Dibble of the *Boston Women's Heritage Trail*. The event was recorded by SCTV.
- Saturday, February 22: 6 players attended the weekly meeting of the *Quinebaug Chess Club*
- Tuesday, February 25: 17 hand-crafters attended the weekly meeting of the "Knitting with Sonya" program

Safety and Security

- Many walk-throughs were conducted by the officers during the reporting period.
- I participated in a webinar Library Security for Small and Rural Libraries. The presentation was recorded and all staff will have the opportunity to review the webinar.

School Department/21st Century Program

- Program continues with three different components.

Staff

- Staff

Tax Abatement Personnel

- The new round of the program has begun. There are 5 personnel: Linda DiBonaventura, Larry Day, Ted Bartlett, Virginia Rutcheo and David Larochelle.

Tax Filing Assistance

The AARP was on site to plan Tax Assistance Program. Tax Preparation Assistance will be available

Mondays 4 pm-6 pm and Thursdays 2 pm-6 pm

They will use an external encryptor to protect the data.

Technology

- Computer that works with the ScanPro microfilm machine is up and running.
- Coin box on copier/printer/scanner was not working for a few hours 1/15. Back in operation again.
- Staff advised to be extra vigilant in opening email as cyber threats have elevated.
- CWMARS staff installed a new MERAKI Switch in the Communications Room. Advised to update the 5-port switch in Computer Room. Also advised we consider re-wiring the building as it would improve connectivity and efficiency.
- Two staff attending another MUNIS training and found it beneficial.

Teens

- During the month of January, there was an ongoing crowd source project "We Have A Dream" where the community was invited to write their hopes and aspirations in a preformed paper 'dream cloud'.

Trustees

- Vacancy on the Board has been filled. The Town of Southbridge has approved the appointment of James Dyer. Jim served previously on the board 2014-2015.