

**Report presented to the Board of Trustees
by Margaret Morrissey, Director
January 24, 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. There is \$3,000 available from an LCC grant already and a second grant of \$3,000 was awarded by the Southbridge Cultural Council. DigSafe has completed its survey. The excavation and electrical contractors are working on the project today 1/24 and should complete the project before the end of business.
- 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.
 - 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.
- Bubbler in the hallway on the main floor has been noticed to have sputtering/multidirection water spray for a while, if the bubbler is not in use for a while – for example on a Monday morning. Staff will monitor.

Chess Park

- Met with Ben Marinelli and Joe Coan, landscape architect and a scope of service has been drafted for the site survey. As we will be doing other projects that could need a site survey, it was suggested we consider surveying the whole property parcel.

Children's Room

- Tamra Wight presented a program 1/21 and there was a large engaged attendance.

- Young Scientist (STEM) program offered in partnership with YFCP started 1/19 and will run for 6 weeks.
- Santa and Mrs. Clause will be visiting the library again this year 12/12, thanks to staff member Jeanne Dupuis for arranging for this special event.
- “Buildwave” event on 12/29 during school vacation was a resounding success. Participants were led through waves of high energy building activities using materials like Lego®, PlusPlus®, Kapla®, and more. Sponsored by the Moms Club of Charlton and Southbridge and the Borgatti Fund.

Collection Development

- Draft Collection Development and Gift Policy circulated to the board for comment.
- The MBLC grant for the hotspots has finished. JEL is now offering 5 hotspots that we pay the data charge. Draft policy reflecting the changes circulated to the board for comment.

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.

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 are working to raise \$8k. 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 Lukes. The work was on display during the holiday season. The agencies are scheduled to pick up the donations so that they can be distributed to those in need.
- 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

Programs

- *The Road Less Traveled – the Art of Veronica Furst* is on view throughout the month of January. A Facebook Live broadcast was done during the Meet & Greet 1/5. There have been sales made at all the recent exhibits.

- Book Club discussed Viola Davis memoir *Finding Me* 1/19. Copies of the books are always available at the circ desk in advance of the program.
- The Southbridge Community TV continue to record and broadcast the library programs. Most recently they worked on Old Buildings Old Connections by Megan Garlie. As this relates to local history, the presentation will be archived on the Southbridge Local History page on the website.

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 cautioned by the police and staff advised to call again should there be a repeat of this behavior.

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

- All five participants completed the 65 hours in the program in December. Two of the participants continue to volunteer outside the program. The Tax Abatement Program will resume for 2023, as soon as the paperwork is approved by the Assessor and Community Services Director.

Tax Preparation Assistance

- The latest update 1/19 is that Professor Eduardo Rivas at QCC Worcester will be offering a virtual tax assistance program (VITA) in conjunction with WCAC but he is now considering an in-person appointments here in Southbridge. No response received from a direct contact with WCAC.

Technology

- New printer from Ricoh arrived in a damaged condition. Replacement machine has been delivered. Waiting on technician to install.
- 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.

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
 - December 23rd – half day
 - December 26
 - Library closed at 3:30 pm on 1/23 due to inclement weather.