



**Director's Report
Westwood Public Library
18 July 2016**

Summer Reading

The three summer reading programs (children's, teens and adult) are off and running, with more than 600 children registered for the children's summer reading. One of the requests made as part of the Adult Summer Reading is for staff and patrons to provide brief comments for books that they've enjoyed. These patron picks have proven very popular, and there has been a lot of interest in participating.

Minuteman Network Agreement Contract – for approval and signature of Trustee Chair

The network agreement for the Westwood Public Library requires signatures the Library Director, Town Administrator and Library Trustee Chair. Mike Jaillet and I have signed already, so it just needs one additional signature. Total amount budgeted in FY'17 was \$38,000; actual cost is just slightly under that at \$37,377.74.

Staffing

Personnel Performance Discussions were held with all regular full and part-time staff, with all individuals moving up to the appropriate next step and level beginning with the first paycheck of this new fiscal year.

Part-Time Reference Librarian: An offer of employment was extended to an individual for the part-time (Wednesday evening) reference position previously held by Nancy Weinrich. Unfortunately, the person selected has accepted a full-time position elsewhere. We will most likely have to readvertise the position.

Library Re-Classification Study: All library staff have been working diligently on updating and revising job descriptions as part of the reclassification effort being led by Joan Courtney Murray, Head of Human Resources. A final review is being conducted by the library staff, and subsequent to this review, job descriptions will be handed off to Joan so that she can pursue the next step in the process, which, I believe, is to have all job descriptions reviewed by an outside specialist.

Head of Circulation Services, Nancy Hogan announced this week that she is retiring effective September 30, 2016. I know that you all join me in thanking her for her many years of service to the patrons of Westwood, and wish her the very best for the future.

Holiday Schedule

I will be asking the Trustees to approved suggested schedule for 2016-17 (see meeting documents).

Building Issues

The good news is that Jim McCarthy was able to work with engineers from Cox Engineering on identifying and resolving the issues related to the chiller and the air conditioning has been functioning fairly well for the past several weeks. We do have some sort of a condensation leak near the reference desk on the second floor – and Jim is aware of this and will have Cox look into the issue (seems to occur only on 90 degree heating days... In terms of the chiller itself, there is still some additional work to be accomplished, but that will take place sometime in the fall, when we will not need to activate the cooling system!

Jim is also working on getting quotations for the Branch HVAC unit, which is part of the FY17 capital plan. I believe he hopes to have that installed sometime in August or early September.

The flooring in the branch bathroom and the bird nests in the Main Library exterior soffits are things that John Riordan and Jim McCarthy have discussed, and hopefully these will be addressed in the very near future.

Tom Philbin continues to press ahead on completion of the lighting issues. The Stairway LED lights, stairway spotlight and exterior parking lot lights still need to be addressed. The 2x2 lights are waiting the approval from Eversource. We have identified the fixture and Greg Fenning will supervise the installation. The non-working lights in the YA Room will be addressed by the electricians who were here during the Encelium installation (Ram Electric).

Tom is also working with us on adding one additional "scene" to the lighting controller that would allow us to turn off all of the building lights on the second floor and leave only the gallery and entry, community room and conference room lit when there is an "after hours" event.

Strategic Plan

A draft will be sent to all staff and Trustees on Friday, July 15th – and this will be the primary focus of our Trustee Meeting discussions on Monday, July 18th.