



**Westwood Public Library
Director's Report
14 September 2015**

Westwood Day

Molly, Lizzy, Hannah and I are on the schedule for Westwood Day—and we will be joined by two Trustees (Mary Beth Persons and Mary Masi-Phelps.) We will also have several members of the Friends joining us. Lizzy McGovern's husband created two library "Corn Hole" games for us – and the Children's Staff decorated them with library-related themes. It's probably going to be a wet and rainy morning at least – but we will still have fun! Face Painting, Henna and a raffle for a Samsung Galaxy Tablet (donated by Hoopla, BestBuy and the Friends) will be the grand prize.

Community Gallery Exhibit

The Westwood Land Trust and Westwood Public Schools created a beautiful gallery show that opened on Wednesday, September 30th. This attracted a large group of students and their families, as well as many community artists. The response has been very positive!

Strategic Plan

I am working with staff on developing the "ACTION PLAN" for FY2017 that needs to be filed with the MBLC on or before December 1st. I did reach out to one individual for a proposal as a facilitator for two meetings – one with community focus group, the second with library staff/Trustees (and possibly Friends). I should have that proposal in hand for meeting on Monday.

Our new strategic (Long Range) plan will cover 2018-2022. This plan would need to be filed next October (2016).

Staff Performance Reviews

The Town of Westwood has adopted a new structure for performance evaluations. Molly and I have completed the process for all part-time reference staff. All remaining evaluations will be done while we are closed to the public. Department Heads have begun the process of completing their employee reviews. Once these are completed, I will meet with the department heads, review their written evaluation, and then we will set up individual conferences with all remaining staff.

Library Ceiling Project

The Main Library will close to the public beginning October 19th for ceiling replacement. Beginning October 19th, staff will be moving to a new temporary schedule that includes staffing the circulation desk at the branch for scheduled shifts. There is a 'site meeting' with the Timberline Contractor, James Killian at 1:30 pm on Monday, October 5th at the library—and I hope to have additional details about the exact schedule for construction and scope of work following that meeting.

Departmental Highlights:

- **Reference/Adult Services** – Molly Riportella initiated a new adult book group for the Main Library – the first group met last Friday and there were 13 attendees. Molly has also been updating web pages and posting blog updates. She attended the MLS Reference and User Services Section meeting and also the Metrowest Programming and Planning Meeting.
- **YA Services:** Ann Thomas will be attending the Teen Summit Meeting on Wednesday, October 7th. Teresa Kerrigan attended a Minuteman YA Roundtable meeting as well.
- **Children’s Services:** Lizzy and Hannah are gearing up for the annual “6th Grade Visits” – which involve all of the 6th grade classes spending a morning at the library with six different stations set up and staffed by the Westwood Librarians. The students will be introduced to traditional and digital collections, databases, online resources –and will have an opportunity to meet with library staff, and to ask questions. The children’s staff have created many new storytime opportunities at various locations while the Main Library is closed – including storytimes at Powisset Farm!
- **Circulation:** The Circulation Staff have done a wonderful job of communicating the upcoming closure to the public – and they will be adding bookmarks to holds this week to alert patrons of the need to select an alternative pickup location while the Main Library is closed.

The circulation staff had a bit of a busy day on Thursday of this past week (2/1/15) when the Minuteman Network connection was unavailable for the entire day due to a Verizon FIOS issue. The outage affected staff in every department including the branch. Acquisitions, Cataloging, Reference, Readers’ Advisory and Circulation functionality were all affected. Kudos to all of the staff who worked extremely well under very difficult conditions!

Nancy Hogan will be bringing PageTurners on the road in November – she is working with Diane Partnoy at Fox Hill Village and will be hosting Pageturners at FHV in early November.

- **Islington Branch Library:** Molly has been hosting two weekly tech drop-in sessions at the branch and there are usually 2 – 6 patrons stopping in for tech assistance. The new signboards that were purchased by the Friends are being used to promote weekly storytimes and book groups and are functional and informative. Claire and Jenny and the staff at the branch have been working to clear out some space for the upcoming move!

Colburn School Display

Possibly for discussion at meeting.

Other Upcoming Events/Activities

- **Friends Booksale will be held from Thursday, October 15th thru Saturday, October 17th**
The Friends Newsletter was published and mailed to all Westwood households this past week (see below)
- **Islington Center Task Force:**
Per email from Nora Loughnane: the Planning Board will discuss this further, but as of now, it is anticipated that the board will recommend that the Selectmen appoint the following 20 representatives-- one representative from each of the following boards or committees:

Board of Selectmen
Planning Board
Finance Commission
Westwood Historical Commission
Library Board of Trustees
Youth & Family Services
Pedestrian & Bicycle Safety Committee
Three resident representatives

Three business representatives
Town Administrator
Finance Director
Director of Community & Economic Development
Town Planner
Town Engineer
Recreation Director
Library Director

Respectfully submitted,
Tricia Perry
October 2, 2015