



**Westwood Public Library  
Director's Report  
11 December 2014**

**Library Construction Update**

The Library Community Room is complete and that room has been turned over to the Library for staff training, storage of library materials and for group work. As of this week, all ceiling boards have been installed throughout the first floor – including the gallery/circulation area and in the Children's Room. The "wave ceiling" is substantially complete – unfortunately, there was a mishap caused by a ceiling plank meeting fragile glass!. So at the moment there is a small amount of ceiling work at the far end of the room that may need to be adjusted – depending upon the successful retrieval of a new fixture. (And, if a new fixture cannot be procured, there will be some additional discussions with the architect as to how best to proceed. )

Upstairs, the periodical area and the YA Room are completed – and the contractors are moving forward with the remaining three areas. Almost all of the gridwork is complete – so it is primarily ceiling installation and lights that are ongoing.

A cleaning crew was hired by the contractor and is moving throughout all of the finished areas.

An examination of the roof and skylights was undertaken on Wednesday, December 9<sup>th</sup> to determine the source of water infiltration that had been occurring. This was in response to the series of small leaks that we have experienced throughout the year – most recently since the beginning of ceiling construction—when the water appeared after overnight rain events and pooled on the plastic sheeting that had been laid down as part of the construction prep work. So far there have only been a few small, discrete instances of water infiltration, but since we have the ceiling accessible for the most part on the second floor, it seemed expedient to take this opportunity to have the roofs and skylights inspected.

The review by the skylight installer indicated that there were areas that required additional caulking. All of the skylights were inspected and work was completed on Wednesday. So, hopefully that will eliminate future leaks!

The lighting controls have been installed and the work completed above the ceiling. Commissioning of the system will take place after all of the ceilings have been installed and lighting fixtures re-attached. Commissioning of the lighting system is scheduled for the week of January 11<sup>th</sup> (with training for staff on Friday, January 15<sup>th</sup>).

We do not have a firm re-opening date set for the Main Library. We do have control (on/off) of all interior lighting fixtures at the present time. However, we need to be able to control exterior lights and parking lot lights. At the present these are tied into the commissioning, and at the moment they are off. Greg Fenning is working on determining what might be done in order to make a temporary adjustment in order to gain control of these fixtures prior to the commissioning and will let me know status of that next week.



Ceiling Construction 12/10/15 (photo update)



### Technology Improvements

While we were closed for construction, there was an opportunity to pull some additional wires above the ceiling in order to add technology components in the very well-used Community Room. The following options will be available for use by groups and patrons when the library re-opens in January.

- Installation of an FM Hearing Assistance System. This system can be used by up to four individuals at any one time and includes four receivers with earspeakers and neckloop device to be used with hearing aids. Funding has been generously provided by the Friends of the Westwood Public Library
- In addition, a large rolling cart with a flat panel television is also being installed. This will allow for additional viewing capability in the library's community room – and provides a moveable screen so that individuals sitting as part of a panel or forum are able to view what is being projected on the large screen without having to relocate into the audience.

### **Islington Branch- Main Library**

The Islington Branch Library has been a very busy center of activity. Storytimes, teen pizza nights, yoga with Ms. Sue, book groups, book talks and tech drop in sessions are just a few of the activities that have been going on at the branch. All of the staff working at the branch have done a great job of adapting to evolving patterns of use and finding ways to accommodate the growing collections and the increased use of the branch by patrons, staff and visitors. Offsite, the children's librarians have had great turnouts at their storytimes on the farm.

Meanwhile, back at the Main Library, staff remain very busy and involved as well. Circulation staff at the Main Library are creatively finding locations to store the hundreds of items that have been returned in the book drop and in delivery since we closed. Tech Services Staff are busy with acquisitions and cataloging, and new materials are processed and sent out for circulation at the branch library on a regular basis. We are now going into week 7 of this construction closure – and everyone has really done a great job of working creatively and collaboratively.

I would like to again express my thanks to all of the staff at the Westwood Public Library for their continued commitment to provide excellent public service to the patrons of Westwood.

### **Staffing**

Library staff are conducting interviews for the part-time (20 hour) Library Assistant position in Circulation. This position includes 17 hours in Circulation and 3 hours at the Reference Desk on Friday afternoons. Two internal candidates applied for the position, and Molly Riportella and Nancy Hogan (supervisors) are conducting the interviews.

### **Darien Library – Field Trip to Darien, CT: 12/17/15**

Library staff will be making a field trip to Darien Connecticut on Thursday, December 17<sup>th</sup> to meet with members of the staff at the Darien Public Library. Darien is often highlighted as a 'mover and shaker' in the field of public libraries. Westwood Staff will have an opportunity to meet with Darien staff, talk about their perspective, discuss and exchange thoughts and ideas. My thanks to Alan Kirk Gray, Director of the Darien Library, and the Darien Library staff for hosting our team!

### **LSTA- Grant Proposal – Letter of Intent Filed**

I have filed a letter of intent with the Massachusetts Board of Library Commissioners for a grant opportunity. (Letters of intent were due on December 8<sup>th</sup>.) We have requested a grant in the amount of \$7500 for Readers' Advisory. If funded, the grant would provide for staff training in the use of electronic and print advisory tools. In addition, we would engage in a focused study of one genre throughout the project year. In response to requests from patrons, the genre that we would focus on would be Mystery. Grant funds are targeted specifically for library staff serving adults, and would allow us to bring in specialists in readers' advisory, provide for workshops and training for library staff, provide for author visits or booktalks. It would also afford us opportunities to investigate marketing and PR strategies to highlight library materials and resources, and would allow us to provide an enhanced customer experience for our all of our patrons.

The next step is that MBLC will check the library's eligibility for this grant round. If we meet eligibility requirements, the calendar for progress is as follows:

Grant Writing Workshop: 1/21/16

Draft Grant Proposal Due: 2/26/16

Final Grant Proposal Due: 4/8/16

Applicants Notified of Grant Status after MBLC reviews: 7/15/16

Respectfully submitted,  
Tricia Perry  
Library Director