

## **Library Director's Report, June 10 – July 14, 2014**

### **Personnel**

Suzanne Canale has been hired as a part-time Library Assistant in the Children's Department. The seven hour a week schedule was freed up by Karen Cagan's promotion after the retirement of Trudy Walsh. Bookkeeper Terry Duane also received added hours with money saved by hiring staff at the entry pay level.

With the funding for an afternoon custodian voted at Town Meeting, Kevin Craven has added a daily 3 to 5pm shift to his regular evening custodial schedule.

### **Fiscal 2014 Close**

The budget line item for Library salaries finished the fiscal year in the red by \$14,500 or 1.3% of the total budgeted. I met with Town Finance Director Pam Dukeman to review the figures. We determined that the addition of evening staff for the 2<sup>nd</sup> floor adult services department was the likely cause of the overspending. Many of the people hired for these four hour shifts had worked at irregular times as seasonal employees. Once they started a set weekly schedule they qualified for a higher pay rate. Ms. Dukeman covered the deficit with funds from other sources. We do not believe this will be a problem going forward.

### **Staff Evaluations**

Annual staff evaluations are almost complete. It is a pleasure to praise the staff for their superior performance over the past year. I expect my review with the Town Manager to be scheduled soon.

### **Web Page**

Web design proposals are due on July 18. Technology Librarian June Tulikangas and I will establish review criteria for the submitted proposals prior to scheduling interviews with selected firms. Department Heads will join us in the interviews.

### **Annual Goals and Quarterly Reports**

I have included the three public service department's reports on their activities for the past fiscal year. In addition you will also find their reports for the quarter, April – June of this year. Goals for this fiscal year are being prepared and I will forward them to you in early August.

### **On-Line Museum Pass Reservations**

We will launch our on-line Museum pass reservation program on July 21. Our passes to twelve area museums will be available to Westwood residents to reserve thirty days in advance of their visit date. The Plymouth Rocket software is user-friendly and has been well received by many.

other libraries. Publicity will go out shortly. The Circulation Department set-up the local information and has received training. People may still reserve passes in person if they wish.

### **Permanent Building Committee**

The PBC did not meet in July. The next meeting is scheduled for August 13. Several site visits involving representatives from Western Surety, DTI, and legal counsel for the PBC took place to examine ceiling tiles and discuss the consulting architect's report. I met again with a representative from Reflex Lighting and gave him detailed layouts of the changes needed to improve the lighting schedules. John Cronin Jr. contacted Griffin Electric to have the remodeled lighting shrouds installed on the parking lot lights.

### **Building Issues**

DPW Director Todd Korchin had a landscaping firm clean up the library grounds, prune shrubs and mulch all plantings. They also installed a solid door on the dumpster enclosure that was required by the Planning Board. Adams/Ahearn Signage is almost ready to install a sign on the front lawn. A new frame will hold the repaired former Westwood Public Library sign and it will be lite at night.

There have been repeated instances of vehicles backing into the concrete bollards that are a safety feature of the pedestrian crossing areas in the parking lot. Apparently the bollards are not always visible to drivers backing out of parking spaces. Following the latest incident in June the driver requested the Town pay for the damage to her vehicle. After discussion with Town Hall and Police Department, the DPW will place taller and colored 'covers' over the bollards.

### **LEED Certification**

Marie Nolan from the Green Engineer submitted the revised application for LEED certification. We should receive our certification notice in six week and then I will file the paperwork for the \$185,000 state grant award.

### **Gallery Exhibit**

The oil paintings of Sara Dickman are on display in the Gallery to the end of July. We have exhibits booked beginning in September through November.

Respectfully submitted,

Thomas Viti, Library Director