

Director's Report – April 15 – May 7, 2014

Town Meeting Update

The Library budget for FY 2015 was approved at the May 5 Annual Town Meeting.

Web Site Update

I met with four web site designers along with June Tulikangas, our Technical Librarian, and the Town's Information Services Director Donna McClellan. We have a clearer idea of the features we require and each of the companies appears capable of meeting our needs. Our next step is to put together a Request for Quote document. The Town may not join us in the process at this time, but we want to have the new site up by the fall.

Permanent Building Committee Update

The PBC will next meet on Wednesday, May 14 at Town Hall. The remedial work on the electrical system and the outside landscaping is not being addressed in a timely manner. Without the support of an OPM, it is difficult to get the sub-contractors to respond to our requests. I will send a written report on this to the PBC. The U.S. Building Council has requested more information on our LEED certification application, but some of this needs to come from the general contractor. The LEED grant total from the Mass Board of Library Commissioners is approximately \$185,000.

On a related note, the final grant payment of \$184,946 was received from the Massachusetts Board of Library Commissioners.

Library Director Search Process

Mary Beth Persons, Mary Masi-Phelps and I met with HR Director Mary Beth Bernard on April 29. Ms. Bernard discussed the current process used by the Town in hiring candidates and what role her department can play. She supports the Trustee's decision to include staff and community members. Materials were exchanged and I sent out a Library Director salary chart from comparable communities.

Friends of the Library

The Friends' three-day book sale was very well received. Their annual meeting with William Landay drew an audience of eighty people. The FOL Board will meet on Monday, June 2.

All Staff Meeting

I met with the staff on Thursday, April 24. Topics covered include the revised behavior guidelines, updates on ceiling and other building issues, summer programs, etc. One of the issues raised at the meeting was staff parking in the Main Library lot and I would like to discuss this at our meeting.

Lizzy McGovern, Head of Children's Services and I have interviewed four first round candidates for the Library Assistant position and are scheduled to meet with three more next week. We have part-time staff members interested in the job.

April Library Use

The door count at the Main Library was just over 23,000 for the month. The previous record for April was 11,942 in 2003. There were 30 community meetings at the Main Library including the Roy London award ceremony, and meetings by these groups: Youth Hockey; Girl Scouts; Yoga; Quilting Club among others. The Library presented 37 programs, 27 of which were for children. Study rooms were used 65 times.

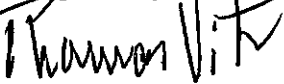
New Minuteman Software

Along with the other members of MLN, Westwood migrated to the Sierra platform over the Patriot's Day holiday. We are pleased with the many changes that allow staff to more easily switch back and forth from the various modules, but there are some glitches and system response time seems slower. Minuteman Central Site staff takes the lead in reporting these problems to our software vendor Innovative Interfaces.

Art Exhibits

We have booked four arts exhibits beginning in May and into the fall, including one in October from the Westwood Schools.

Respectfully submitted,



Thomas Viti, Library Director