

Library Director's Report, March 12 – April 3, 2013

Board of Library Trustees Meeting

The April 8 Trustees meeting will be held at the Westwood Senior Center beginning at 7:30pm.

Personnel Update

Head of Children's Services Lizzy McGovern and I have completed first round interviews for the Children's Librarian position. We will begin second interviews the week of April 8. Our weekend custodian has given his notice. The position will be posted shortly.

Staff Meeting

Twenty-one staff members attended the general meeting on March 26. Updates on the library project were announced. Progress on RFID and self-check training were reviewed. Forthcoming policies on personal cell phone use and non-benefits leave were outlined. Staff were interested in the new building emergency procedures and publicity on the library project.

Project Publicity

Following the project update to the Board of Selectmen on March 27, publicity on the project will begin to appear starting the week of April 1. The progress on the new building will be summarized and the phase two exterior work will be detailed. The Colburn School work and lack of available parking will be emphasized. Look for coverage in the *Boston Globe South*, Westcat, Westwood Patch and other outlets. A new blog has been posted on the library webpage. Finally, a one page handout will be available at the Islington Branch Library.

Building Tours

Brief tours of the new library were given to the Westwood School Librarians and Town Human Services departments. A committee from Westwood Educational Foundation also toured the building. The Shrewsbury Public Library Building Committee will visit the Library on April 1. The Massachusetts Board of Library Commissioners has tentatively scheduled their June meeting at the Library.

Library Project Update

Permanent Building Committee

The PBC will meet on Wednesday, April 11. Project Manager John Sayre-Scibona from DTI will discuss the scope of work and project oversight for the phase 2 exterior work. He will also report on meetings with Coffman Realty.

Project Update

Punch list work is continuing. DTI's Clerk of the Works Dennis Pacitti has left to take a position with a larger company. DTI will have several of their staff fill in for him. The lighting control company Lumenergi appears to be going out of business. DTI and Griffin Electric are attempting to have someone address the outstanding software issues. Mechanical systems meetings have resolved a number of

problems. We are investigating ways to add humidification to the building. We met with the owner of Yardworks, which is the company that is contracted for much of the exterior work.

Colburn School

The Colburn School is on the move! Geddes Movers expects to have the building on its foundation by April 5. We can then re-claim control of the site in advance of the exterior work. Town Building Department officials will meet with Coffman's project team on a regular basis to address site and other concerns.

Technology Update

The public computers are almost all installed. Self-check computers for staff and public are up and staff are being trained. RFID tagging is nearing completion on the children's collection. Technology Library June Tulikangas is receiving help on setting up the server that will control almost all the building's PCs. This will be a much more efficient way to manage software update and have staff share files.

Respectfully submitted,

Thomas Viti
Library Director