

## **Library Director's Report November 14 – December 6, 2011**

### **FY 2013 Budget**

The Town has called for all departments to submit their FY 2013 operating budget requests by December 9. Finance Director Pam Dukeman's budget guidelines call for a two percent overall increase with a two percent salary increase. Requests for additional staff or new programs are to be made separately. As part of this process, I met with Main Library Department Heads to determine staffing needs for the new library and will incorporate this information into the budget.

I met with Finance Commission member Casey Delaney on November 11. We discussed the Library's budget, progress on the new library, and the Islington Branch Library.

### **Circulation Policies**

A committee of library staff continues to work on revising our current circulation policy procedures. The purpose is to update existing policies and to prepare for the single circulation service point in the new library. Coincidentally, there have been changes to several Minuteman Library Network policies that will also be included.

## **New Library Project Update**

### **RFID Project Contract**

With the RFID contracts now completed, we have ordered our first equipment and RFID tags to begin converting the collection. Each item will receive a tag (different for print and audio-visual materials) and then be scanned by the RFID reader or antennae. This will link the tag to the item's bibliographic information.

### **MBLC Site Visit**

Mass Board of Library Commissioner staff members Patience Jackson and Rosemary Waltos toured the site on November 29. Project Manager John Sayre-Scibona and I led the tour and answered their questions. They requested another visit when the project is at the 75% completion mark.

### **Malster Property Work**

Work on the Malster property to improve the drain line that runs to Gay Street will begin the week of December 12. Town DPW officials and the property owner have been notified.

### **Permanent Building Committee**

The Permanent Building Committee will meet on December 14. The contractor has submitted his ninth requisition for payment. The PBC will review the furnishings budget and schedule. A proposal to pave the portion of the property where the Colburn School now sits will be discussed as a change order. Members of the PBC toured the project site on November 22.

### **Construction Update**

As of December 1, the new library project is approximately 40% complete. Utility connections on High Street have been finished. Currently, TLT construction and the sub-contractors are working on spray foam insulation, drain line installation, and exterior masonry work. Roof shingles and gutters are almost complete. Mechanical, electrical, and plumbing works continues on the second floor. I will attend the December 7 Land Use Committee meeting with the Clerk-of-the Works. The project remains on schedule and within budget.

### **Interiors Committee**

The Interiors Committee will meet again on December 5 with Stefura Associates to continue our review of chair selections and other furnishings. We will also see options for the book display units that will be located in the adult and children's departments as well as the main floor in front of the second floor stairway.

On December 2 a meeting was held with representatives of the Tucker Company to review collection shelving arrangements. All Department Heads participated in this discussion.

### **Appleseed's Property**

The owner of Appleseed's, Joseph Whitney, told me that the property is under agreement and will change hands on December 30. I have reached out to the new owner to discuss his immediate plans for the site and to ask if we can continue our current parking arrangements.

### **Tobacco Policy**

I will ask the Board to approve non-smoking policy for the Library that will include the outside grounds. After discussing the issue with Health Agent Linda Shea, we learned that the current Town policy covers only buildings.

### **Public Presentations**

I spoke to the Westwood-Dedham Rotary Club on November 16 about the new library project. I have a tentative date to speak at Fox Hill in January along with FOL President Diane Parazin.

Respectfully submitted,

Thomas Viti, Library Director