

Library Director's Report, January 14 – February 6, 2013

Board of Library Trustees Meeting

The February 11 Trustees meeting will be held in the *Champagne Meeting at the Carby Street Municipal offices* beginning at 7:30pm.

FY 2014 Library Budget

The revised budget figures are: Salaries – \$850,332; Expenses – \$230,536. The new total \$1,080,868 is a 3.6% increase over the previous year.

I met with two representatives from the Westwood Finance Commission on Tuesday, January 15. I gave them a tour of the new Main Library and discussed general budget matters.

Personnel Update

Elizabeth Healy has been selected as the new Head of Children's Services. Loretta Eysie has set a final work date of Friday, March 1, 2013. Ms. Healy has been with the Library for more than two and a half years. She begins her new duties on March 4. The job notice for the Children's Librarian position has been posted and a number of applications have already come in.

Interviews for the vacant Library Assistant position at the Islington Branch Library are underway.

Town Long Range Planning

I met with Deborah Robinson who is working for the Town on the long range planning study. We discussed library services and the facilities at the Main and Branch libraries.

Staff Schedules

Although an opening date has not been announced, Library staff will receive their new work schedules next week. This includes the Circulation and Children's Department schedules.

Library Project Update

Permanent Building Committee

The PBC will meet on Wednesday, February 13. Project Manager John Sayre-Scibona from DTI will discuss the upcoming Colburn School move and the Phase 2 exterior work for the new Main Library. I expect a visit from the Town Building Inspector soon and his comments will be reviewed as well.

Project Update

Commissioning meetings and related controls work are on-going for the heating and cooling system. Work to finalize the lighting system, which includes the automatic shades, will resume on-site on February 4. Various trades are in the building working on punch list items. Workers are installing door closers and the automatic door openers (for handicapped access) to the main entrance doors.

I met with Massachusetts Board of Library Commissioners Building Consultant at the library to review our progress and discuss the remaining grant payments.

Library Demolition and Colburn Move

The old Main Library is now gone and the foundation has been completely removed. It is expected that contractor TLT will begin the back-fill and site grading the week of February 4. The Colburn School move could begin the week of February 11.

Donor Recognition Evening

Invitations are being printed for the February 28 Donor Recognition night. Mary Beth Persons and members of the Friends of the Library Executive Board have been meeting with the caterer, musicians, etc. Staff are selecting the special donor recognition books and the book plates are being printed. I contacted Selectman Chair Phil Shapiro and several other guests to let them know of the date.

New Computers

Our new public and staff computers have been cloned and returned to the site by Secured Network Services (SNS) of Norwood. Technology Services Librarian June Tulikangas and staff from the Minuteman Library Network are working on installing the PCs onto the network. SNS is also on-site to begin installation of our wireless network.

Respectfully submitted,

Thomas Viti
Library Director