

Library Director's Report January 10 – February 7, 2012

Board of Selectman Presentation

Dan Lehan and I made a short presentation on the library building project and our FY 2013 budget request to the Board of Selectman on January 30. We also announced receipt of a pre-approval letter from NSTAR for the project's energy features that will pay the Town \$58,900 on satisfactory completion of the work.

Appleseed's Property

Westwood resident John Salvatore, the new owner of Appleseed's, told me that he has a tenant who expects to occupy the building by March 1. I notified the staff to move their cars to the Mason's lot and TLT has instructed the sub-contractors to use Hillcrest Place and other approved parking areas. I will put out a notice to the general public asking them to respect the new tenant's parking area. Salvatore has agreed to let library custodians use the lot to access our dumpster and to make deliveries to and from the Branch.

MLN RFID Fee

The Minuteman Network has a one-time fee of \$1,250 for any member libraries choosing to add RFID services. This covers the time of the Network's Central Site staff to enable and test the communications piece. I need direction from the Board on payment. There are no funds in the annual operating budget and it is not technically a building project related expense. Funds are available in the State Aid account where expenditures are at the discretion of the Board.

Town Phone System

As a result of discussions on the new library project, the Town Administrator has been investigating the possibility of replacing the Town's 20 year old phone system. IS Director Donna McClellan is directing this effort and I have participated in numerous vendor meetings along with other town department heads. On February 15 the three top ranked vendors will make the second presentations. One of the areas of concern for the Library is the timing of our installation, which will be needed in the spring, while other departments would not transfer to a new system until the summer.

MLN Privacy Policy

The MLN Membership Committee voted to amend the Network's privacy policy to allow for limited retention of last borrower information. I proposed this change because the current policy works against the efficiency of our RFID automated check-in system. Member libraries divert all audio-visual materials from the normal check-in work flow to visually inspect them for damage and completeness. The change now allows normal check-in with staff having the ability to retrieve patron information from the database.

New Library Project Update

Permanent Building Committee

The Permanent Building Committee will meet on February 8. Project Manager John Sayre-Scibona will discuss TLT's current schedule projections.

Colburn School

Town Planner Nora Loughnane and Business Development Officer Chris McKeown have requested time on the Trustee's February 13 agenda to discuss the agreement reached with Coffman Realty regarding cross-easement parking between the library and the Colburn School. John Sayre-Scibona and I participated in several meetings on this and other issues. Coffman will present their plans for the Colburn to the Planning Board on February 14.

Construction Update

Mechanical, electrical, and plumbing work continues on the second floor with piping, sprinkler, and ductwork. The main stair case is being installed. NSTAR has installed permanent power and that will be tested by the electrical sub-contractor. Stair railing and curtain wall work continues. The Building Inspector visited the site on January 24. The Land Use Committee met on February 1.

Interiors Committee

Bid awards for most of the new library furniture and furnishings have been announced, but one category will need to be re-bid due to an unsatisfactory result on one group of items. Stefura will arrange for the necessary announcement of the new bid. There will not be a problem in receiving all furnishing prior to our fall opening. State bid list items, significantly shelving, have already been ordered. John Sayre-Scibona and I met with someone from a Connecticut company to discuss way finding signage, safety signage, donor plaques and other items for the new building.

McDonalds' Property

Bruce and Barbara McDonald have agreed to a design for parking on the new library's north side that will provide extra spaces by waiving the set-back requirements. This will have to be approved by both the Planning and Zoning Board of Appeals. Finegold, Alexander has instructed the civil engineer to design the required plans for Town review.

Respectfully submitted,

Thomas Viti, Library Director