

## **Library Director's Report June 11 – July 1, 2012**

### **Staff Performance Reviews**

Twenty-one staff performance reviews were written and personal meetings conducted during June. The completed review forms were sent to Human Resources Department. Staff will receive their salary increases the week of July 1, 2012.

For the upcoming year all staff were assigned specific goals related to service objectives for the new library. Staff were congratulated for their many accomplishments and the flexibility they showed in meeting new work schedules.

### **Summer Reading Program**

This annual program is described in more detail in Children's Librarian Loretta Eysie's report, but the work that the staff does in visiting all Westwood elementary classrooms and promoting the program with exciting book talks is outstanding. Many children come to the Library during the weeks following the visits and they are eager to get the books they heard the Librarians talk about.

### **OverDrive Advantage Program**

OverDrive provides the e-reader subscription service through the Minuteman Library Network. Individual libraries can elect to subscribe to a separate program, Advantage, where they can select titles for use by only their town residents. This allows us to target local needs and reduce user waiting time for reserved items. We have joined the Advantage Program and hope to roll it out to the public later this summer. This new service will also help our users to keep their library connection while the Main Library is closed.

### **FY 2013 Book and Audio-Visual Budget**

Thanks to an increase in our FY 2013 Book and Audio-Visual materials budget we will have an increase of \$8,600 over last year's funding. We will be well-stocked at both libraries and ready for the anticipated increase in use after the Main Library opens.

### **Plymouth Rocket Software**

Plymouth Rocket provides software that we use to reserve and manage our public meeting rooms. With a total of five rooms available for public use in the new library, we will update our software profile this summer. Staff will be able to reserve the rooms for planned library programs before we take public bookings.

We will also be adding another Plymouth Rocket program to reserve museum passes. This will be an improvement over the paper file we now use.

### **Library Site Tour**

On June 23 I gave a tour of the new library to a small group including Trustees and 21<sup>st</sup> Century Corporation Board members. I will schedule another tour later this summer.

## **New Library Project Update**

### **Permanent Building Committee**

The Permanent Building Committee will meet on July 11 to approve project invoices. A weekly conference call between PBC members and the General Contractor has been helpful in resolving outstanding issues. The schedule remains an area of concern for the PBC. TLT President Thomas Kostinden is now attending weekly site meetings.

### **Construction Update**

Exterior site work is underway with the construction of a low stone wall that runs parallel to High Street. We have hopes that the stone lintel from the original 1901 building, now part of the entrance area of the current library, can be moved intact and incorporated in the new wall. You can expect to see the project trailer removed sometime in July to allow for further site work. The glass wall for the Young Adult room will be installed the week of July 1. Work is now focused on light installation on first floor. The impressive wood and metal ceilings are beginning installation. Bathroom tile work is underway. Exterior gutter, downspout, flashing, and chimney work are all ongoing. We are awaiting delivery dates for carpet, furnishings, and shelving.

### **Movers Request for Proposal**

The addendum to the RFP that was issued on June 5 did not meet the State's bid guidelines and we are re-bidding the entire job. The new deadline for submissions is July 19. The notice has appeared in the State's Goods and Services Bulletin and will appear in a local newspaper. I emailed the new RFP to the five companies that originally submitted proposals. To date, we have not received inquiries from any other companies.

### **MBLC Site Visit**

Mass Board of Library Commissioners Building Consultant Rosemary Waltos toured the project site on June 26. Clerk-of-the Works Dennis Pacitti and I were on hand to answer her questions.

### **Main Library Close Coordination**

Nancy Hogan, Claire Connors and I will meet on July 10 to review plans for the close of the Main Library and expansion of Branch hours. Information for library users will be foremost in our publicity campaign.

### **Appleseed's Parking**

Work on the former Appleseed's building for the new tenant has begun in earnest. I have not heard from the new owner, but suspect the real estate firm will be conducting business before the end of the summer. We will alert library users to parking changes at the appropriate time.

Respectfully submitted,

Thomas Viti, Library Director