

## **Library Director's Report, July 15 – August 12, 2014**

### **Personnel**

We have added two 'seasonal' Library Assistants to the Circulation Department. Andrea Varkas and Linda Skerry will work on weekends and be used as substitutes for regular staff taking sick or vacation leave. Both people had been considered for Library Assistant positions in the past year. Circulation Supervisor Nancy Hogan is conducting their training.

The job posting for the Library Director's position was listed on August 4 by the Town and the Mass Board of Library Commissioners (MBLC).

The Personnel Board is meeting this month and I have asked Mary Beth Bernard Human Resources Director for a timetable of the re-classification study of library staff. I have been told that the study will take place sometime this fiscal year.

### **Web Page**

From the four web design proposals submitted in July, Technology Librarian June Tulikangas and I selected Clearpeak as the best firm to create our new web page. Clearpeak is a local company that has experience with public libraries and non-profits. Their previous work shows attractive designs, ease of use for both staff and the public and broad functionality. Using the review criteria listed in the Request for Quote document we ranked them first. Clearpeak's proposed budget easily fits with our funding. The contract document was approved by Town Counsel and we have scheduled our first meeting with Clearpeak for the week of August 18.

### **FY 2015 Annual Goals**

The proposed current year goals and activities from the Library's three public service department's reports are included with this report. Consideration and approval will be an agenda item at the September Board meeting. Also at that meeting, Margaret Reucroft, Head of Adult Services, will present an overview of her department's functions.

### **On-Line Museum Pass Reservations**

The on-line Museum pass reservation program was launched on July 21. Westwood residents can select from twelve passes and reserve them thirty days in advance of their visit date. Patron use has been steadily increasing and we've had some good publicity thanks in part to Diane Parazin.

### **Capital Budget Request**

After consulting with Jane Wiggin, I submitted a capital request to replace the front and rear stairs at the Islington Branch Library. The DPW will make more temporary repairs to the rear stairs next week, but this is a safety problem that needs a permanent solution.

## **Annual State Reports**

I am working on the annual statistical report for the MBLC, which is due at the end of the month. The MBLC's annual financial report is due in mid-October. I will send a copy of the former to the Board before the September meeting.

## **Westwood Day and Middle School Visits**

As the summer winds down we are planning for our participation at the September 23 Westwood Day. We will have a booth near other Town Departments. We are also talking with Cathy Bolger Middle School Librarian to schedule the two Thursday morning visits from the Thurston sixth grade classes. These fall sessions give the entire class of 200+ an orientation to library services. I will also contact Thurston Principal Alison Borchers to re-emphasize the need for appropriate behavior by students during their after school use of the Main Library.

## **DPW Coordinated Supply Purchasing**

For years the DPW has had financial responsibility for each town departments' building supply budget. Until now this has been solely an accounting connection, but the Town has asked all departments to submit lists of their annual purchases so that the DPW can select vendors and likely realize savings with bulk purchases. Custodian John Riordan and I met with a staff member from the DPW to discuss the process.

## **Permanent Building Committee**

The PBC did not meet in August. There has been no apparent progress in our efforts to resolve the ceiling issue. Visits from Reflex Lighting and off-site technical work by Fulham Lighting have not resulted in any improvements to the lighting schedules. John Cronin Jr. and I have repeatedly spoken to these companies about their failure to make the requested changes. Griffin Electric completed installation of the lighting shrouds on the parking lot lights. The new front lawn sign for the Main Library should be installed shortly. Colored covers have been placed over the four bollards in the parking lot to make them more visible.

## **LEED Certification**

The US Building Council officially awarded the Library our LEED certification. As soon as we have the paperwork in hand I will contact the MBLC about the \$185,000 grant payment.

Respectfully submitted,

Thomas Viti, Library Director