

Library Director's Report, February 12 – March 5, 2013

Board of Library Trustees Meeting

The March 11 Trustees meeting will be held at the Westwood Senior Center beginning at 7:30pm.

Personnel Update

Jennifer Durant has been selected for the Library Assistant position at the Islington Branch Library. This position is sixteen hours per week. Ms. Durant had a strong background in working with pre-school and school children in Westwood.

Lizzy Healy and I are reviewing the applications for the Children's Librarian position. We hope to begin interviews the week of March 11.

Staff Schedules

Library staff from the Circulation and Children's Departments have received their new work schedules for when the Main Library opens. Margaret Reucroft is putting together the evening schedule for the second floor Information Desk.

Library Project Update

Permanent Building Committee

The PBC will meet on Wednesday, March 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. He will also report on meetings with Coffman Realty.

Project Update

Interior work is now focused on punch list items. DTI's Clerk of the Works is checking all work and relaying his approval to the Architect before items are crossed off the list. Building Custodian John Riordan and I are learning the lighting control software and the sound and projection system. John and I also meet with our part-time custodians to instruct them in cleaning and maintenance procedures. Workers have not yet completed installing door closers and the automatic door openers (for handicapped access) to the main entrance doors.

Colburn School

Coffman Realty closed on the Colburn School the last week of February. A new project fence is now surrounding that work site. Due to foundation work for the Colburn the building move will not take place until mid-March.

Donor Recognition Evening

The Donor Recognition event was a big success. Thank you to everyone who participated. Our donors were certainly impressed with the building. It was good to see how many people and what types of

gatherings the new spaces can accommodate. The food and music were great. The gallery space will work well for art displays.

Technology Update

Technology Services Librarian June Tulikangas is setting up public computers. The Wi-Fi installation is complete and coverage seems adequate throughout the building. The real test of its capacity will come when the building opens. A technician from Bibliotheca was on site last week to replace a faulty part on our materials sorter. This was covered under our warranty. There have been delays in getting the Bibliotheca software installed on circulation and self-check computers. We are scheduled for staff training on these the week of March 4. RFID tagging is now focused on the children's collection.

Respectfully submitted,

Thomas Viti
Library Director