

Library Director's Report February 13 - March 6, 2012

FY 2013 Budget Request

The Town's FY 2013 budget book includes the Library request as submitted. The Finance Commission will hold public budget hearings on Monday and Tuesday, March 26 and 27. I will contact our FinComm representative to see if the group needs any further detail on our budget.

Library Staff Meeting

Twenty staff members attended a meeting on March 2. I presented discussion on the library construction project, work assignments, and plans for closing the Main Library this spring. After the move into the new library, the Branch Library schedule will be: Monday – Thursday, 10:00am to 8:00pm, and Friday and Saturday 10:00am to 5:00pm. We discussed how to inform the public of this change along with details on how users can access library services. I have arranged for the staff to tour the new building on March 9.

Remote Participation Policy

The Board of Selectman has adopted a Remote Participation Policy for all Town boards, committees, and commissions. The policy follows approval by the Attorney General of amendments to the State's Open Meeting Law. The Town Administrator is asking that the Board of Library Trustees approve the new policy. I will send a copy to all Trustees and have included it as an agenda item.

Town Phone System

The Town has selected a vendor for its new phone system. Seven firms were interviewed and from three finalists Whaleback was chosen. They are a well qualified firm and proposed a hosted system with leased equipment. Whaleback has the technical expertise to manage an installation for the Library's phone equipment ahead of other Town departments, which would not transfer to a new system until later this summer.

New Library Project Update

Permanent Building Committee

The Permanent Building Committee will meet on March 14. Project Manager John Sayre-Scibona will discuss DTI's review of TLT Construction's schedule.

Colburn School

Coffman Realty presented details for the development of the Colburn School at the Planning Board meeting on February 14. The Planning Board asked for further information on several topics, but there was no opposition to the plans. Coffman also made a presentation to the Zoning Board on March 1.

Coffman has been asked to conduct a soil test on the Main Library site and the digging is scheduled for March 5.

Construction Update

Dry-wall installation has begun on the second floor. Elevator installation continues. Windows are now complete on the building's north side. Gutters, brick and precast work is on-going. Exterior siding is underway and looks attractive next to the brick. Mock-ups of the millwork and ceiling are being prepared. There will be a meeting to determine the conditions needed for a temporary occupancy permit on March 8. The Project Team will meet with the Building Inspector and a representative of the Fire Department to discuss the details.

Added Library Parking

The civil engineer and landscape architect have completed plans for additional parking at the rear north side of the site. This information will be forward to the Planning Board for a meeting on March 27. I have sent the plans to abutters Bruce and Barbara McDonald. The plans will also require a hearing before the Zoning Board of Appeals.

Finegold, Alexander has sent the plans to TLT Construction for pricing. Coffman Realty will pay a portion of the cost and Planning Board approval for the Colburn's development is contingent on a contribution by the firm.

Movers Request for Proposal

I have written a request for proposal for moving services and Town Counsel has approved the draft. As soon as TLT's schedule has been vetted, I will advertise the RFP. In addition to library materials, the movers will be responsible for office equipment, staff files, some shelving, and special items such as the Town Seal and Rufus Porter mural. A small number of library computers will be moved by the staff. Mary Braney, Director of School Libraries, has a long list of items that will go to the Westwood schools. I plan to alert other public libraries about the remaining furniture and shelving.

Respectfully submitted,

Thomas Viti, Library Director