

The Permanent Building Committee met on April 11 to approve project invoices. Project Manager John Sayre-Scibona reviewed TLT Construction's schedule. A meeting with TLT representatives was held on April 2 in Boston to address scheduling issues and other matters. The next PBC meeting is scheduled for May 9.

### **Construction Update**

Windows installation is in the final stages; the High Street building front is one of the last areas to be completed. Exterior siding is almost done. Roofing of the front porch is underway. The railing at the stair opening is being worked on. Ceiling grid work is ongoing. Bathroom tile work is about to begin. Interior painting is underway. Gutters and downspouts are in progress.

### **Zoning Board Hearing**

The Zoning Board of Appeals approved our waiver from the impervious lot coverage on April 18. Our plans for added parking necessitated the request. Civil Engineer Jim White provided the ZBA with calculations showing that the project drainage capacity for the revised site plan was more than adequate to handle the added storm water run-off.

### **Movers Request for Proposal**

Final bids for moving services are due on May 8. Representatives from six moving companies attended the mandatory pre-conference for all prospective bidders. 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. I may choose a fine arts mover to handle some of the valuable pieces mentioned above and will meet with some firms to review this option.

### **RFID Progress**

RFID tagging of the adult print collection from our mobile cart continues. All new materials are being tagged by Technical Services staff before they go out to the public. We are ready to place our first order for audio-visual tags; they fit over the center hole in compact discs and DVDs.

Respectfully submitted,

Thomas Viti, Library Director

## **FY 2013 Budget**

Voters at the Annual Town Meeting approved the FY 2013 library budget. There were no changes made to the bottom line, which totals \$1,043,797.

## **Library Staff Meeting**

There will be a library staff meeting on Friday, May 18. Agenda topics will include an update on the new library project, RFID work assignments and staffing plans for the expanded Branch schedule. If possible, we will also tour the new library with Clerk-of-the Works Dennis Pacitti.

## **Volunteer Recognition**

The annual volunteer recognition ceremony was held on held on May 4 at the Main Library. Karen Coffey and Mary Beth Persons were present. A book was added to the collection in each volunteer's name.

## **Personnel Board**

The Personnel Board approved the Library's request for changes to the Head of Technical Services job description. My thanks to Human Resources Director Mary Beth Bernard for her help and work during this process.

## **MBLC 25<sup>th</sup> Library Construction Grant Celebration**

I will attend the Mass Board of Library Commissioners celebration of the 25<sup>th</sup> anniversary of the Public Library Construction Program at the Worcester Public Library on May 8. Long time MBLC staffer Patience Jackson will be recognized for her work on behalf of this program.

## **Draft Meeting Room Policy**

I have included a draft meeting room policy for the new library as a May agenda item. The policy is not yet complete, but I wanted to begin a discussion on the changes we will be proposing prior to asking for a vote from the Trustees. Adult Services Librarian Margaret Reucroft and Children's Services Librarian are assisting me with the policy.

## **New Library Project Update**

## **Permanent Building Committee**