

Library Director's Report, April 9 - May 7, 2013

Board of Library Trustees Meeting

The May 13 Trustees meeting will be held at the Westwood Senior Center beginning at 7:30pm.

Personnel Update

Hannah Gavalis has been selected as the new Children's Librarian. Head of Children's Services Lizzy McGovern and I conducted a comprehensive search and are very pleased with the results. Ms. Gavalis received her MLS from Simmons and most recently worked at the Lincoln and Reading public libraries. I expect her to start on May 6 and she will be able to participate in classroom visits prior to our summer reading program.

Library Assistant Josie McCusker has retired. This part-time benefits level position will be posted shortly. Interviews for the weekend custodian position will start the week of May 13.

Westwood Historical Society

A number of items from the Library collection have been transferred to the Westwood Historical Society under a special agreement written by Town Counsel. WHS received bound volumes of the Westwood Press from the 1950s. The Library has copies on microfilm and the paper volumes are too fragile to withstand much handling. We also gave WHS custody of the Ernest Baker Westwood slide collection. These approximately fifty glass slides from the nineteenth century show Westwood landmarks and buildings. The Library has photographic copies and again, the slides are very fragile. Under the agreement, the Library retains ownership and any future use is allowed only with our permission.

Library Project Update

Permanent Building Committee

The PBC will next meet on Wednesday, May 15. Project Manager John Sayre-Scibona from DTI will discuss recent developments concerning the general contractor and progress on phase two of the project. He will also report on exterior lighting for the rear parking area.

Project Update

Punch list work is continuing. John Sayre-Scibona has assumed Clerk of the Works duties for the project. Representatives from Griffin Electric and Reflex Lighting met with the project team to discuss a plan to address the building's lighting system.

Start-up of the chiller unit that controls air conditioning has been delayed while problems with a roof-top fan coil unit are addressed.

The Town DPW is helping to remove the storage trailer that contains extra materials to a location behind the Police station. These materials, air filters, metal and wood ceiling pieces, are part of the contract and we may need them in the future. There isn't sufficient space to store them in the library.

YardWorks has begun exterior grading and has laid out fence lines and light poles. They joined us in reviewing work along the property lines with both abutters.

Colburn School

The Colburn School was successfully moved to its new foundation. Work on the school is on-going. We do not have complete access to the south side of the site for our own work. At present, YardWorks is

working on the north and east sides. Keeping both projects moving forward on such a restricted site is a challenge.

Technology Update

Public computer management software will be installed the week of May 6. I have contacted the Medfield Public Library to coordinate transfer of one of our RFID tagging stations. That station was lent to the Minuteman Network by vendor Bibliotheca and libraries involved in RFID tagging will receive it following a schedule set up by Minuteman. Staff are training in self-check and RFID procedures.

Massachusetts Board of Library Commissioners

The State Library Commissioners were scheduled to hold their June public meeting at the new Library. Given the uncertainty of our actual opening, we decided to offer the Commissioners a meeting opportunity later in the year.

I have reached out to several community groups that are long-time users of the Library's meeting space. Tentative arrangements have been made for them to resume their meetings once the Library opens.

Respectfully submitted,

Thomas Viti
Library Director