

## **Library Director Report November 5 – December 3, 2013**

### **New Trustee Orientation**

Chair Mary Beth Persons and I met with new Trustee Mary Masi-Phelps on November 27 to give her information about the Library and her role as Trustee. I have provided Mary with documents on budget, goals and past reports.

### **21<sup>st</sup> Century Board Meeting**

Treasurer Mary Feeley delivered a check for \$415,420.22 to Finance Director Pam Dukeman as a payment by the 21<sup>st</sup> Century Corporation to the new library project. The sum of \$115,579.78, held in a special account by the Town and earmarked for the project, was transferred as an additional payment. This totals \$531,000 in contributions to the new library project. The Board of the Library Corporation will meet on Thursday, January 9 to discuss spending guidelines for the endowment.

### **FY 2015 Budget Preparation**

Operating budgets are due to the Town by December 12. Pam Dukeman's annual budget letter states that FY 15 will be year of moderate financial growth for the Town and asked for level service requests. Any new staffing or programs must be submitted separately from the normal budget. I will meet with DPW Director to review the maintenance and utilities budget.

### **Municipal Facilities Task Force**

I continue to participate in the meetings of the Municipal Facilities Task Force. The focus for a new Fire Station is on town-owned land in Islington Center. A number of draft possibilities have been developed and the land where the current fire station sits will be studied as well. Obviously, some options would directly impact the Islington Branch Library. The Task Force will meet again on December 12. The Task Force includes members of the Board of Selectmen, FinComm, Town Administrator, Finance Director, DPW and the Fire and Police.

### **Library Circulation**

I have attached a spreadsheet that compares Main and Branch Library circulation figures since the opening of the new library with a three year average of circulation prior to construction. The period is from July 1 through October 31. There has been a strong increase in children's circulation at the Main and a noticeable decrease at the Branch. Adult circulation at both libraries is the same or slightly below the three average. I will prepare a report that shows circulation at either library by Town voting precinct. We have these reports from prior years and will use that as a comparison as well.

## **Library Project Update**

The PBC will meet on December 12. At their November meeting a three year maintenance contractor with Bibliotheca was approved. The equipment includes our sorter machinery, RFID antennae pads and security gates. Annual maintenance, software upgrades and equipment replacement are covered. Payment is up-front and in full, which will save the Town over \$7,000. Griffin Electric and Vertex Shades continue their punch list work. We will meet with the DPW to plan for winter snow removal.

## **Gallery Exhibit Policy**

Attached to the reports is a draft of an exhibitor policy for the Board to consider for the Main Library Gallery area. It includes a form to be signed by the exhibitor that holds the Library harmless for any damage. I reviewed other libraries' policies in compiling the document.

## **Friends of the Library Book Sale**

The Executive Board of the Friends of the Library will meet on Monday, December 9. The Friends will hold a three day book sale beginning December 11.

## **Library Web Page**

The Library Department Heads and I have begun a review of our web page. It has been a number of years since we made any significant changes and we are overdue for a new look. We have discussed some ideas and examined pages from other libraries. We will coordinate the work with IS Director Donna McLellan and the Town's web site provider.

## **Seventh Grade Visits**

The second half of the Thurston Middle School Seventh grade class received a Main Library orientation program on November 14. Students toured the building with staff members giving brief talks about services at six different stations. The Sixth Grade students completed their visits in October. The four visits were coordinated by Head of Children's Services Lizzy McGovern and Middle School Librarian Kathy Bolger. Approximately 500 students attended the programs.

## **Fire Drill**

The Westwood Fire Department conducted a fire drill at the Main Library on November 13. Staff had no problems carrying out the emergency procedures and the public exited the building

promptly. The only problem encountered was the time it took for us and the Fire Department to silence the alarms and re-set the emergency lights. It was good to have this experience.

### **US Attorney Brian Kelly Program**

Westwood resident and US Attorney Brian Kelly spoke to an overflow audience on November 17 about his role in the prosecution of James 'Whitey' Bulger. Mr. Kelly spoke for an hour and took questions from the audience; many people had a detailed knowledge of the case and the Winter Hill gang.

Respectfully submitted,

Thomas Viti, Library Director