

Library Director's Report, October 9 – November 6, 2012

Board of Library Trustees Meeting

The November and December Trustees' meetings will be held at the Westwood Senior Center on Monday, November 13 and December 11 respectively.

FY 2014 Library Budget

Preliminary indications from the Town's Finance Director concerning the FY 2014 budget include a three percent increase. I expect that some of new library related costs will exceed that number. The budget materials should be sent out before the end of November.

Staff Meeting

A staff meeting was held on October 23 to discuss work assignments at the new Main Library and at the Branch during the interim period.

Friends of the Library

Response to the Friends annual membership appeal has been good. If you haven't already done so, please respond with your membership check.

Library Project Update

Permanent Building Committee

The PBC is scheduled to meet on Wednesday, November 14. Project Manager John Sayre-Scibona from DTI will present invoices from October for approval and give a report on the project's progress. We will discuss TLT's proposals for site work related to the Colburn move.

Library Closing Date

The Main Library closed for public use on Thursday, October 18. Use at the Branch Library has increased with all Main Library reserve requests and inter-library loans being sent to Islington. The Main Library returns bin is located just off the sidewalk on High Street.

Project Update

Different vendors are delivering furniture the weeks of November 5 and 12. As soon as the staff desks are in place we can begin setting up our work spaces. The Tucker Company has just a few back-ordered shelving sections to complete. TLT's remaining work includes main staircase railings, miscellaneous base boards, the entrance way sign and related work, completion of the circulation desk, fencing and louvers for the air conditioning chiller, first floor public restrooms, etc. We will receive training in the lighting and shades system the week of November 26. The first week of December will see installation of the radio frequency ID sorter machinery and security gates.

Library Movers

Our library contents movers, Bibliotech, began their work on November 1 and they expect to be finished on November 7. To date the work has gone smoothly and we are very pleased with the amount of free space on the new shelves. With the books and AV materials in place the new library is really taking shape.

Colburn Move Update

The scheduled date for the Colburn move remains December 11. A new route to the site of the old library has been established. With the permission of our Gay Street abutter, Geddes will now cut across this property and place the building on its new site. The Department of Public Works will remove several trees from the abutter's property and in the spring re-seed the lawn and plant new trees. This cost will be borne by the library project. The benefit to the Library is that TLT will now be able to do more work to the entry court and there will be less chance of any damage to the underground structures as a result of the move.

Project Timeline

Here are the key dates:

- October 31 – Carpet installation completed
- Oct. 18 – Main Library closes to public and Branch begins new schedule
- Oct. 25 – November 12 – Furniture delivery
- Nov. 1 – Start move of library materials, etc. into new library
- November 6 – Shelving installation completed
- November 8 – Temporary Certificate of Occupancy issued
- Nov. 9 – Old library empty
- Nov. 12 – 30 Abatement and demolition of old library
- Dec. 6 – RFID equipment installation and staff training
- Dec. 11 – Colburn School move
- Jan. 2013 – New Main Library opens

New Library Inspection

We expect to receive our Temporary Certificate of Occupancy by November 8. This will allow the library staff to occupy and begin work in the building. On November 2, the Deputy Fire Chief and the Building Inspector toured the building to test the fire alarm system. They asked for several changes to the required signage and for other items.

Storm Damage

With the exception of a small ceiling leak in one of the study rooms, there was no damage from Hurricane Sandy. Neither the Main nor Branch libraries suffered any damage.

Respectfully submitted,

Thomas Viti
Library Director