

Library Director's Report October 18 – November 8, 2011

FY 2013 Budget

I have been asked to meet with several members of the Finance Commission's Municipal Sub-Committee to begin discussions about our plans for the Library's FY 2013 budget. I will use the planning document presented at our October meeting as a guide. This meeting will take place the week of November 7.

Finance Director Pam Dukeman has released budget guidelines based on the Board of Selectman's financial forecast for FY 2013. We can review these at our meeting.

Friends Book Sale

Due to the parking restrictions related to the library construction project, the Friends of the Library have not received as many book and AV donations as they do in a typical year. To continue the sale tradition and to get some income from their present stock, the Friends have decided to hold a number of Saturday sales in January, February and March. This will also mean that we will not have to pay to move these items into the new library.

Circulation Policies

A committee of library staff has been working on revising our current circulation policy procedures. The purpose is to update existing policies and to prepare for the single circulation service point in the new library. The committee members are: Loretta Eysié, Head of Children's Services; Nancy Hogan, Circulation Supervisor; Joyce Levine and Josie McCusker, Library Assistants; Thomas Viti, Library Director.

As part of this work we will be drafting staff schedules for the Circulation and Children's Departments, and then the rest of the Library. We are assuming the same schedule (59 hours per week) we had prior to construction. This information will then be used in compiling the salary budget.

Library Staff Meeting

A meeting for all staff took place at the Main Library on October 21. An update on the new library project covered most of the agenda items. The current parking situation for the staff and the public was discussed. This was followed by the Staff Association's annual meeting.

New Library Project Update

RFID Vendor Contract

The contract with our top-ranked RFID vendor, Bibliotheca/ITG, will be presented to the Permanent Building Commission at their November 9 meeting. The contract totals \$190,000 and includes one year of service.

Building Security System

We selected Safety Signal of Millis to install and maintain the new library's security system. Safety Signal has provided this service at the Main Library for many years. Along with door alarms and motion detectors, the system will include interior and exterior CCTV security cameras. I want to thank Library Custodian John Riordan and Westwood Police Lt. Leo Hoban for their assistance in this process.

Permanent Building Committee

The Permanent Building Committee will next meet on November 9. The contractor has submitted an eighth requisition for payment. The project budget will be reviewed before the PBC Meeting by the Town's Finance Department, Project Manager John Sayre-Scibona, and me. I continue to submit monthly budget and construction updates to the Mass Board of Library Commissioners.

Construction Update

Roofing, waterproofing and masonry work are all continuing. Mechanical, electrical, and plumbing rough work is on-going on the first and second floors. TLT is moving to enclose the building prior to the onset of winter weather conditions. Utility connection work is on-going. The water connection has been especially challenging given the number of unexpected pipes and duct banks found during excavation. The Project Team is working to get NSTAR to complete the transformer installation before November 15, which is the Town's preferred end date for roadwork. NSTAR missed their scheduled October date and now the recent snow storm has made it very difficult to locate the necessary work crews.

I attended the November 2 Land Use Committee meeting with the Clerk-of-the-Works. There are no current issues with the project. The project remains on schedule and within budget.

Colburn School Update

The Westwood Historical Commission filed a report with the Massachusetts Historic Commission informing them of the sale of the Colburn School. The WHC also reviewed library construction progress and Coffman Realty's planned changes to School. The WHC reported favorably on all these matters. I will attach a copy of the report with the other mailings.

Interiors Committee

The Interiors Committee met on November 4 to review chair selections, colors, and fabrics. In one way or another all these were chosen to compliment our choice of carpet. Over twenty chairs were delivered to the library for possible use in the meeting and conference rooms, staff work areas, public computer area, children's seating, and gallery seating among other locations. The committee includes: Carol Devlin, Library staff; Mary Feeley, Trustee; Liz Knight and Melissa Mips, town residents; Tom Viti, Library Director. Staff from our interiors consulting firm, Stefura Associates, coordinates chair and color options for our review.

Final millwork designs have been sent out. These items include the circulation desk, the reference and children's department public service desks, open reserve shelving, and self-checkout area among others.

Respectfully submitted,

Thomas Viti, Library Director