

Library Director's Report September 13 –October 12, 2011

FY 2013 Budget

After meeting with Finance Director Pam Dukeman, it appears that our FY 2013 budget could follow the model used by the Westwood School Department in their first year of operations for the new High School. For that year, the School Department prepared a normal operating budget, but also had access to another Town account for estimated expenses due to the new building. I will present further details on this option at our meeting.

Project Manager

Design Technique Project Manager John Sayre-Scibona will attend our meeting on October 17 to update the Board on the project and answer any questions you may have.

Friends Membership Appeal

The Friends newsletter was assembled by more than 25 volunteers and mailed on October 7. FOL President Diane Parazin's design and the great color pictures make for a very attractive newsletter. I urge the Trustees to be among the first town residents to support the Friends' annual membership appeal.

New Library Project Update

RFID Vendor Selection

The staff committee has selected Bibliotheca/ITG as the top ranked proposal for our radio frequency identification system. The company's automated sort-system design and its flexibility in allowing us to use our own hardware made Bibliotheca/ITG a clear first choice.

While we selected Bibliotheca/ITG's sort machinery and security gates, we decided to use our own hardware and MLN's current software vendor for the self-check computers. I have spoken to the company's sales representative and we are resolving technical details before they prepare a final proposal. I will make a preliminary recommendation to the Permanent Building Committee on October 12. Town Counsel will review the bid documents before signing. I wish to thank Circulation Supervisor Nancy Hogan and Technical Services Head June Tulikangas for their very helpful participation in the process.

Permanent Building Committee

The Permanent Building Committee will next meet on October 12. The contractor has submitted a seventh requisition for payment. Several change orders will be reviewed by the PBC including design and construction of additional parking where the Colburn School is temporarily located.

Construction Update

Second floor framing of interior walls has begun. Steel roof frames and interior door frames are being constructed. Sheathing, skylight installation, and roofing are also underway. First and second floor masonry work is progressing. Utility connections into High Street will be made later in October with traffic changes coordinated with the Police Department. Following this, storm drain construction on the Malster property will begin

The Clerk-of-the Works is available to lead Trustees, staff, and town officials through the construction site.

The project remains on schedule and within budget.

Colburn School Update

The Board of Selectmen signed the Purchase and Sales agreement for the Colburn School with Coffman Realty on October 3. Town officials Chris McKeown and Mike Jaillet along with Project Manager John Sayre-Scibona and PBC member Tom Erickson put in a great deal of work to make this transaction possible. The Westwood Historical Commission is in favor of Coffman's plans for the school. Changes to TLT's work schedule to allow for the move of the Colburn has been completed and agreed to by all parties.

Land Use Committee

On October 5 John Sayre-Scibona, Clerk-of-the-Works Dennis Pacitti and I attended the Town's monthly Land Use Committee meeting. The LUC brings together all of the Town Departments who have inspection responsibilities for the new library. We will meet with the LUC each month to update them on project progress, coordinate inspections, and address any questions. Town Administrator Mike Jaillet was also present.

Building Security Meeting

Library custodian John Riordan and I have reviewed three proposals for the new library security system. The system will include interior and exterior CCTV security cameras. Westwood Police Lt. Hoban has provided advice on basic system requirements. We hope to select the top vendor in the next several weeks.

Respectfully submitted,

Thomas Viti, Library Director