

Library Director's Report, September 11 – October 3, 2012

Westwood Day

The Library's participation in the Westwood Day festivities was a big success. A good number of parents with young children came to the Library area to have stories read and receive wrist bands and special bookmarks. They were all tremendously excited about the new library. I want to thank Lizzy Healy, June Lenzo, the rest of the Children's staff, and custodians John Riordan and Wally Moore for their help in constructing and transporting the special library display. The Friends of the Library held a book sale and was also pleased with the turnout.

Staff Meeting

We will hold a final staff meeting in the current library on Tuesday, October 23 to discuss work assignments during the interim period and to answer any and all questions.

Friends of the Library

The Friends of the Library will meet to assemble their annual membership mailing on Thursday, October 4. Please respond promptly with your membership check.

Library Project Update

Permanent Building Committee

The PBC is scheduled to meet on Wednesday, October 10. Project Manager John Sayre-Scibona from DTI will present invoices from September for approval and give a report on the project's progress. We hope to discuss with the PBC extended maintenance contracts for our heating and cooling system and for the RFID sorter.

Library Closing Date

The project construction schedule calls for the books and other materials to be moved beginning October 29. Therefore, we set a date to close the Main Library that allows for at least one week of staff preparation prior to our move into the new building. Some of our surplus furnishings will be moved from the current library during this time. The last day for public use of the Main will be after the close of business on Thursday, October 18.

The interim Branch schedule will begin on Saturday, October 20.

Publicity

Public announcement of the Main Library's closing date has begun. By October 5 all print and on-line papers will have the press release and details will be on both the Library and Town websites. Handouts are available at the Main Library with information on Branch hours and services. Notices will also be sent to the public schools and neighboring public libraries.

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New Branch Schedule

Nancy Hogan and Claire Connors did a fine job in putting together the new Branch schedule. They built in time at the new Main Library for important group training on equipment and new procedures. The Branch schedule effective October 20 is:

Monday – Thursday 10am – 8pm

Friday & Saturday 10am – 5pm

Meeting with Library Movers

The Department Heads and I will meet with representatives from Biblio Tech (not to be confused with our RFID company of almost the same name) on Friday, October 5. The focus of the meeting will be to determine where each collection will begin and end on the new stack ranges. After the new shelving is installed, BiblioTech will measure the stacks against our collection and confirm the layouts.

Meeting with Colburn Movers

The project team met with Geddes Building Movers, the Colburn developers and town officials on September 25 to discuss plans for moving the school. The scheduled date for the move is December 11. Geddes needs several weeks to prepare the building, but the actual move will take a day or two at the most. Geddes will use different equipment this time in order to more easily move the building through our site and into place.

Project Timeline

Here are the key dates as of today:

Oct. 12 – Carpet installation completed

Oct. 20 – Main Library closes to public and Branch begins new schedule

Oct. 25 & 26 – Furniture delivery

Oct. 26 – Shelving installation completed

Oct. 29 – Start move of library materials, etc. into new library

Nov. 9 – Old library empty

Dec. 11 – Colburn School move

Jan. 2013 – New Main Library opens

New Library Inspection

Fire Chief Scoble toured the new library on September 28. He spoke with TLT representatives about his requirements for signing off on our Temporary Certificate of Occupancy. Unfortunately, the Building Inspector was unavailable due to an accident that may keep him out of work for some time. The Fire Chief will speak with him about our progress. I have contacted Michael McLain who will be covering for the Building Inspector and hope to meet with him soon.

Respectfully submitted,

Thomas Viti
Library Director