

Library Director's Report August 5 – September 6, 2011

FY 2013 Budget

As I reported last month, the Town Administrator has asked all departments to review their current fee structures to determine if increases are warranted for the fiscal year beginning July 1, 2012 (FY 2013). I have included a spreadsheet that compares our current fines to the other libraries in the Minuteman Network and have placed this topic on the agenda for discussion.

Department Goals Reports

Included in your mailing are the public service department's goals reports for FY 2011 and the draft goals for FY 2012. You will notice that more emphasis has been placed on collection weeding, policy changes, and staff training. This focus is designed to prepare for the new library opening in 2012. Following discussion and a Trustee vote, both reports will be sent to the Mass Board of Library Commissioners to keep Westwood's long range plan up-to-date.

Friends Annual Membership Appeal

The Friends newsletter is currently being written with the mailing date set for October 7. FOL President Diane Parazin will address the need for continuing support for Library programs, the museum pass program, and special events. While the annual amount raised by the FOL has held steady over the past few years, the total number of donors has declined.

Staff Evaluations

Staff evaluations are being written and the process should be completed by the end of September. The only staff excluded from this timetable are newer employees whose annual review falls on their anniversary date of hire.

New Library Project Update

Request for RFID Quotes

Three RFID companies made presentations in support of their proposals during the week of August 22. Each presentation ran approximately three hours and a number of library staff were present. Since then we have had further discussions with each company based on specific follow-up questions. There have also been site visits to RFID libraries in Milton and Brookline. We are still investigating how the proposed RFID systems will interact with Minuteman's library software provider.

I had expected to make a recommendation to the Permanent Building Committee in September, but the PBC meeting has been moved up a week and our review will not be complete at that time.

Permanent Building Committee

The Permanent Building Committee will next meet on September 7. The contractor has submitted a sixth requisition for payment.

Construction Parking

With the number of sub-contractors working on-site expected to increase over the new few months, I contacted Police Sgt. Paul Sicard to review potential parking sites. In addition to the rear of the High Street Fire Station, we identified Hillcrest Place, which runs parallel to High Street off of Windsor Road, as a place where construction workers could park their personal vehicles. At Sgt. Sicard's suggestion I contacted Hillcrest Place and Windsor Road residents by mail to inform them of this parking arrangement. Workers would typically use one side of the road on weekdays between 7:00am and 3:30pm.

Construction Update

Concrete slabs have been poured for the first and second floors. Over the next few weeks exterior framing from the second floor to the roof will take place. Second floor framing of interior walls will also begin. Steel roof frames and interior door frames will be constructed.

Utility connections into High Street were not completed as scheduled due to a series of changes in pipe sizes, locations and elevations. This meant additional work by the Civil Engineer to re-calculate the site drainage capacities and other requirements. Finally, Planning Board review and approval was needed for these changes. Partial closing of High Street will now take place mid-September.

The project remains on schedule and within budget. The upcoming utility work will not delay progress on the building.

Once progress reaches a point where it's safe to tour the building, the Clerk-of-the Works will be available to lead Trustees, staff, and town officials through the construction site. We have asked the project landscape architect include the 1901 library building lintel somewhere near the entrance to the new building.

Colburn School Update

Discussions between Coffman Realty, Town and library representatives are progressing and it is anticipated that the Purchase and Sales agreement will be ready for signing at a September Selectman's meeting. Agreement on the all-important phasing and work schedule to move the Colburn and complete the Library project seems nearly complete. This includes decisions on extending TLT's schedule and some budget changes.

The Planning Board will review Coffman's plans for the Colburn including their proposed parking and traffic layouts.

Finegold, Alexander and Associates are preparing a new scope of work to plan, pave, and landscape the piece of land where the school now rests for additional parking. The Planning Board and the Zoning Board of Appeals will likely be involved in the process.

Respectfully submitted,

Thomas Viti, Library Director