

## **Library Director's Report, May 14 – June 4, 2013**

### **Board of Library Trustees Meeting**

The June 10 Trustees meeting will be held at the Westwood Senior Center beginning at 7:30pm. The 21<sup>st</sup> Century Corporate Board will join the Trustees at 7:30pm.

### **Personnel Update**

Karen Gallagher has been hired to fill the vacant part-time (21 hours per week) Library Assistant position. Karen has worked at the Needham Public Library and has been a temp work here in Westwood for more than five years. Nancy Hogan and I conducted the interview process.

Five candidates have been interviewed for the weekend custodian position and two applicants will be called back a second interview.

The job posting for the Library Technical Assistant position is listed on the Town of Westwood web site. Over twenty-five applications have been received to date. The position is currently held by Helen Rezendes who will retire on June 30 after more than twenty-five years of service.

### **Town Seal**

I was contacted by a town resident seeking information on a metal replica of the Westwood Town seal that she found on a sidewalk some years ago. After failing to discover any history on the object, I am trying to put the resident in touch with members of the Westwood Historical Society.

## **Library Project Update**

### **Permanent Building Committee**

The PBC will next meet on Wednesday, June 10. Project Manager John Sayre-Scibona from DTI will review the good progress made on the exterior phase two work done by YardWorks. He will also report on punch list work and fencing and screening for our two abutters.

### **Planning Board**

The architects and I will appear before the Westwood Planning Board on Tuesday June 11 to finalize placement of light poles and other minor site design changes. These are needed to complete the plans of record for the project.

### **Project Update**

Representatives from Griffin Electric and Reflex Lighting have made progress on the building's lighting system. Following the departure of Lumenergi from the project, they have gone through all the software settings for the system to correct problems and complete unfinished portion work. They have also worked with the company responsible for the building's shades as the two systems are coordinated. Some additional training has been provided to our custodial staff.

The chiller unit that controls air conditioning was started and some early problems have been corrected. I sent the Main Library staff home on the first hot day as the unit was not functioning and building temperatures reached the low 80s before noon. One of the three roof-top fan coil units is due to be replaced the week of June 3. The recent warm weather was well-handled by the remaining two units, which indicates we have sufficient capacity to deal with extended hot and humid conditions.

YardWorks is continuing to do exterior grading. They have planted numerous trees and shrubs around the property line. The two large planters have been set on either side of the main entrance. The Library's flag pole has been erected. Work on the circular part of the entry court has begun. A meeting with the paving company will take place the week of June 3.

The barrel vault ceiling at the end of the Children's Department was replaced and the metal skirt above the circulation desk cloud ceiling has been installed.

### **Opening Date**

I am trying to arrange for a public opening the week of June 24. At that point, it appears we will be very close to completion and should have little problem receiving a final occupancy permit.

### **Colburn School**

John Sayre-Scibona and Brain Byrnes from YardWorks continue to monitor work on the Colburn site and discuss coordination issues with Coffman's representatives. Town Planner Nora Loughnane and Town Administrator Mike Jaillet have also been part of the process. We have more access on the south side of the site for our work.

### **Norwood Library Staff Visit**

Staff from the Norwood Public Library will visit us on June 7 to see the building's new features demonstrated.

### ***Hometown Weekly* Library Supplement**

I met with two staff members from the *Hometown Weekly* to plan for the supplement on the new Library. They envision it as sixteen pages long and have already sold space to some advertisers. I am providing them with materials on library history, new building features, LEED design and other items. Photographs will be taken from library files and from the newspaper's photographer. Mary Beth Persons will write an introductory note on behalf of the Board. The supplement should appear the third week of June.

Respectfully submitted,

Thomas Viti  
Library Director