

Director's Report – Tricia Perry
Westwood Public Library
11 May 2020



Monthly Trustees Meeting

The Board did not meet in April due to Covid 19 restrictions. The May 11th meeting of the Library Trustees is being held as a virtual Zoom Webinar meeting. The agenda notice has been posted, and meeting will begin at 7 pm. The meeting will be streamed live by Westwood Media Center.

Town Meeting Elections and Town Meeting are being postponed until June 2nd and June 8th respectively.

Options for Phased-Reopening of Westwood Municipal Facilities – we are working closely with our Town Administrator and other town departments as we move forward. At this time we do not have any specifics, as we are still very much in the first steps of the planning process. We are also working with Minuteman and the state agencies as they work to coordinate how best to proceed in terms of staffing, circulation, collections, and delivery.

Staffing:

Marie Lydon tendered her notice of resignation/retiring from her part time position this past week. This is Marie's second "retirement" as she was formerly employed and retired from the Morrill Library in Norwood several years ago. Marie has been a wonderful colleague and a great asset to our staff, and will be missed by staff and patrons. But we know that she will continue to stay in touch and bring her grandchildren to events and storytimes occasionally!

Shirley DeFeo officially retired from the Library in February 2020. In her own words, she is "giving up her wonderful job at the Westwood Public Library." Shirley will be missed by all of the staff, and patrons as well; but we wish her all the best as she retires after 22 years of exceptional, friendly, and always gracious service to the many users of the Main and Branch Libraries; in most cases, greeting lifelong friends by name!

Library staff have primarily been "working remotely" since the building closed to the public on Friday, March 13th. While the physical building has been closed, a diverse and robust virtual programming schedule has emerged; thanks to the incredible staff of the Westwood Public Library!

Storytimes, Finger Puppets, Flannel Story Boards, book groups, Disney Trivia, author events, and a new "Gardening with Suzie" video are just a few of the options that have been available. Tina McCusker hosted a virtual "Great Decisions" this past month as well.

Erin McGrady began work on March 23rd, and has been contributing to the adult programming initiatives beginning that first week. Erin was responsible for coordinating posts for April's "poetry month" and has also introduced a new film discussion option as well that highlights films available on Kanopy .

Virtual staff meetings have been occurring on a regular basis since March. In addition to frequent library department heads, we have also held two “all-staff” events. Library staff have also frequently opted into some of the virtual programming options as well.

At this time, we are operating under the Governor’s “stay home” recommendation which is in effect currently until May 18th. During this time, Custodial Staff are working on projects including rug and carpet cleaning, and will be painting the Children’s Program Room. Staff evaluations are in process, and goal is to have these completed before end of May if possible.

Virtual Programming Numbers:

Adults (Molly)	#? programs	68 participants
Adults (Claire)	9 programs	104 participants
Kids and YA (Lizzy)	6 programs	55 participants

Number of new e-cards created: 158 (March 13 – May 4)

50 Content Videos Created by Staff (shared to Youtube, Instagram, Facebook)

Storytime	27
Booktalks	12
Poetry and Craft	11

Reference Questions

Adults (Ask a Librarian)	123 (emails checked twice a day, with same day response)
Children’s	28

Readers’ Advisory 63 Teens and Children

Individual recommendations made and sent directly to patrons with links to Hoopla and Libby

Instagram

1094 Followers

1227 Posts

Programming/Collections

Virtual Bookgroups and Storytimes are taking place regularly via the Library’s Zoom account and via content videos created by Children’s and YA staff. Daily updates to Facebook and Instagram accounts are also scheduled with input from a wide array of staff in all departments. Staff are collaborating with all of the schools to provide enhanced digital resources; including access to the 8th Grade ELA list of required reading, and the Historical Fiction options for the High School.

The 12 BOOKS IN 12 WEEKS Westwood Reads Together (Separately) book initiative runs through July 5th. Programming related to this initiative includes several book discussion groups and author events. During the months of March and April, Roche Bros. has provided a space for members of the community to pick up information about all of the library’s programming. A number of complimentary copies of several of the titles written by our guest authors were also made available for pick up at the Roche Bros. Customer Service Desk during National Library Week (Week of April 20th). We are grateful as always for the support that we receive from our community partners – and a special shout out to Roche Bros. for providing a space to distribute flyers and books to many members of our Westwood community.

Summer Reading 2020 – Library staff from all departments have been working collaboratively on the summer reading program; planning for both virtual options and on-site (when we do re-open library facilities)... Lawn Signs for “Summer Reading Champions” have been ordered and received – and

planning for prize baskets is well underway.

Budget:

FY20 Budget is on track, with several budget lines re-aligned to better respond to the increased demand for digital content. This includes required reading for students, as well as high interest and high demand content for all library patrons.

The FY21 Budget was approved by the Finance Committee at their meeting in March.

Islington Branch Library

Weekly progress and review meetings with architect (Mike McKay) , Owner's Project Manager and town staff are continuing with remote participation via conference call (typically takes place on Thursday afternoons.) As of May 9th, additional work has been completed for site stabilization and a portion of the foundation has been waterproofed. MCI is back on site and is proceeding with the remaining foundation work. Wentworth Hall has been prepped in anticipation of demolition work; with panelization of Wentworth Hall to be scheduled based on GC construction coordination schedule.

Final bid documents should be completed shortly, anticipate bids for General Contractor to be scheduled for publishing in Central Register shortly, with filed sub bids due back on 6/18 and GC bids on 6/25.

At this time, the MMO has closed down entirely for the rest of the year. And with all town departments working remotely at this time, there is no activity at the ICC. In terms of next steps, the results of the GC Bid Process will dictate the schedule and outlook as we move forward. The time line for the ICC is still not yet firmly determined (pending receipt of bids for GC (General Contractor). However, options for temporary quarters for Youth and Family Services (potentially in the Islington area) are being explored. I expect that the library will also need to vacate its temporary "Pop Up" location at some point in late summer as well. At this time we have not discussed specific time frame – nor have we had any discussions specific to relocating library to another temporary pop-up location. Most likely scenario is that we will need to determine storage options for some of the furnishings and collections until the "new" Wentworth Hall construction is completed.

Special thanks to Joe and Thomas Moore and Matt Kuchta who worked incredibly hard this month to clear out all of the remaining debris that was in the basement of Wentworth Hall.

Technology:

While we were closed, June Tulikangas and Karen Gallagher worked with Bibliotheca staff on the annual maintenance and repairs to the sorter. A new compressor and other hardware was installed and I do want to thank both June and Karen, Matt and Patrick for their continuous oversight of the repairs which took much longer than originally anticipated. The new server is also fully installed as well. Training of staff has been postponed pending re-occupancy of building.

Collection Development

At this time, digital resources have taken first priority, and we have added a "Cost per Circ" option for several titles to allow for increased simultaneous use and accessibility of titles on Overdrive. Content

had been held in all warehouses for the months of March and April. We have removed the hold status for our Ingram book accounts, which will allow for us to begin processing of these materials once we move into a phased re-opening.