

Director's Report – Tricia Perry
Westwood Public Library
26 June 2020



Monthly Trustees Meeting

The June meeting of the Library Board of Trustees will be held as a virtual Zoom webinar meeting. The agenda notice has been posted, and includes login information for members of the public. The meeting will begin at 7 pm and will be streamed live by Westwood Media Center.

Phased Reopening – Curbside Pick-Up

As a first step in our phased re-opening of the Library, we will be officially offering curbside pick up on June 29th. Holds that have been on the hold shelves since the library doors closed on March 13th are the first priority and circulation staff have been working with patrons this week to clear out the older holds. This week was a soft and unofficial rollout, and as of today (Wednesday, June 24th) there have been over 80 holds picked up at the curbside.

As you know, library staff have been working throughout the Covid 19 closure, in many different capacities; creating content, developing programs, and working together to move us forward. I would like to take this opportunity to thank all of the Westwood Library Staff for their professionalism, their continued support, and for really working together as a team as we deal with so many unknowns.

I know that we have touched on the content and marketing materials created and produced by staff and Department Heads, including content for summer reading and for coordinated programming by or Children's, YA, Adult Services, and Branch staff. The number and variety of options continue to expand, and your efforts (individually and collectively) have made a huge impact on our community, and I hope that you know how much your work is appreciated!

I am also grateful to the individuals who work in departments where work flows cannot be accessed remotely; in particular all of our Circulation Staff working under the direction of Karen Gallagher. I am also grateful to our custodial staff, Technical Services staff (June, Kathy and Liz), and the incredible and irreplaceable Terry Duane!

Karen and the circulation staff have been working tirelessly throughout this closure and have done an amazing job of keeping the ever-changing pieces of a very large and as yet unfinished puzzle sorted and organized. (It is hard to imagine the volume of returns and the amount of detail that was needed to organized materials while keeping staff safe throughout the process.)

While we were closed, Mat, Patrick and Tom were responsible for maintaining the building and keeping the staff areas cleaned and disinfected regularly. All of the carpets have been deep-cleaned, floors washed and polished, and the Children's Program Room repainted. It looks brand new – which is not surprising since I know for sure that at least one wall was prepped and primed and painted at least 4 times before Matt was satisfied with the results! Matt and Jim McCarthy continue to work on making

sure that our PPE supply line is well supported. At this time, we do have our own electrostatic sprayer (thanks to the DPW!), which allows Patrick to spray the building and sanitize all areas every evening.

Technical Services staff returned to the building about a month ago; and June, Liz and Kathy have made incredible progress in getting the new materials processed and ready for curbside holds. Final book orders are being received and June is clearing the decks for FY21.

And a well-deserved shout-out as well to Terry, for her positive and unflappable demeanor and organizational skills. Payroll and warrants were submitted regularly, and the fiscal close is almost in the books!

Westwood Media Center staff have been instrumental in working with us on special YouTube Videos, featuring Summer Reading and “We Miss You” from library staff...

Part of the pre-opening requirement was to certify that all staff had received training specific to Covid-19 precautions and safety measures. Chief Deckers coordinated this with Lt. Crawford, who conducted 3 on-site trainings. With this done, we were able to complete all of the requirements for curbside holds.

State-wide delivery is still a work in progress. At the beginning of June, the warehouses were full to capacity, and they started to make deliveries to some of the libraries with the highest volume. Circulation staff and staff from all departments are working through the 35 bins that have already been received; and this consolidated team effort will be continuing throughout the next several weeks. We are also seeing a large volume of returns to the bookdrops. Items continue to undergo a 72 hour period of quarantine before processing by staff; with the Community Room serving as a “triage” location.

Staffing:

Effective May 30, 2020, Susan White joined the ranks of the “newly retired” Westwood staff. We shall miss your special sense of humor at the Circulation Desk, but we want you to know that you are always welcome to come and visit us any time. We love that you will still be a “frequent flyer” and hope that we might see you in person more regularly once we reopen (whenever that may be.) Thank you, Susan for all that you have done to make the Westwood Public Library the special place that it is -- and we wish you all the best in your now, fully official complete retirement! Most of our library staff continue to work remotely at least for a portion of their regularly scheduled hours. We are now working with a bi-weekly rotation that limits overlap of staffing, but which provides the staffing necessary to move forward with curbside holds. And while our physical facilities do remain closed to the public, staff continue to provide robust and diverse virtual programming.

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. We continue to add resources to our digital content in a variety of formats.

Summer Reading 2020 is off to a fast start, with several “Summer Reading Champion” lawn signs already awarded!

Budget:

We are working on the close of our FY20 budget; and the FY21 Budget has been approved as submitted at Town Meeting. FY21 capital requests were also approved at that time; and a timing schedule has been submitted to the Assistant Town Administrator for Select Board approval.

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.) Foundation work is scheduled to be completed this week; and Wentworth Hall has been "buttoned up" until the panelization process takes place.

As of last Thursday, the final bid documents were being reviewed this week; the bid notification will be published in the Central Register when the review process is complete.

At the meeting this week, the following schedule for bids was confirmed:

- July 1: Bid documents available to public

- July 8: Pre-bid Walkthrough (Time TBD – tentative 10am)

- July 23: Filed Sub Bids Due

- July 30: GC Bids Due

- Substantial Completion possibly May 2021?

The time line for the ICC is still not yet firmly determined (pending receipt of bids for GC (General Contractor). However, I have been informed that we will need to vacate our temporary "Pop Up" location by August 31st. Claire and I will be meeting after July 1 to sort out plans and look into closing down the "pop up"; which will involve input from several other departments; including Facilities, Youth and Family Services, and Recreation.

Collection Development

Since March, we have prioritized digital content resources for Westwood patrons, with over \$66,000 of our FY20 materials budget spent for this purpose. As we move into curbside holds, we have also released the "holds" on our physical content, Tech Services staff are working now to process all of the new materials that have now shipped to the Library.