

# Director's Report

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January 6, 2015

## Action items

- Approve circulation policy
- Discuss & approve goals & objectives
- Budget update

## Old business

- Facilities
  - Oil tank
    - Doug suggested we do an article at town meeting to address this
    - Once Sylvia returns from vacation, I will touch base with her about who did VMS
  - Elevator
    - We have signed a NEW three-year contract with Kone, which will run from 1/1/2015-1/1/2018
      - Full repairs & maintenance
      - Includes all inspections and permit fees
      - \$2400/year for the elevator; \$600/year for the wheelchair lift
        - They were separated out because less maintenance is required on the lift
    - Capital plan proposal has been submitted to Doug. It consisted of:
      - Roof replacement (it was last done in 1996, so it's coming toward end-of-life considerations): \$71,000
      - Re-grading the perimeter of the building to end flooding: \$21,000
      - Security cameras: \$25,000
  - Weeding project
    - Catherine begins January 2<sup>nd</sup>
    - She's completed all her paperwork to be hired through the town.
  - Budget
    - Moved \$22,104.25 from trusts to town to pay Guardian (new computers: \$13,336), Gaylord (book drop: \$2,520.35), Olivari Electric (cabling: \$2,247.90)
  - New computers, phones, etc.
    - Staff computers & VoIP phones are in place
    - The only remaining step is the work that has to be done on the firewall, which will allow them to create a VPN (Virtual Private Network) on my computer, so I'll be able to access my files when I'm not hooked into the network physically.
  - Green energy audit
    - Of the awarded \$150,825 grant, Doug hopes to earmark about \$60,000 for us. The issues he hopes to address are:
      - Insulation in the roof/attic
      - Replace boiler with heat pump
      - Improve thermostats
      - Install low-flow aerators
      - Convert lighting controls & replace end of life lamps
    - Meeting is scheduled with Doug & the rest of the grant team on the afternoon of 12/30/14. Ed and I will attend and have more details available at the Trustees meeting on the 6<sup>th</sup>.

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## New business

- Facilities
  - I'm going to get in touch with Joe Olivari about looking into the lights that don't work downstairs. There's two lights in the bathroom hall that supposedly don't work, and I want them fixed so it's a little less dreary downstairs
- Programming
  - I do not have enough data to put together a budget request for the remainder of the fiscal year, and have decided it's more responsible to work with the Trustees and the Friends as needs arise.
  - I will have complete numbers on the success of December vacation programming at the meeting. So far, the crafts and late morning program ranked numbers 1 & 2.

## Finances

- Since the closing of the Athol Savings account, we have begun taking money over to town hall on Mondays. Details are available at the front desk, but the totals are as follows:
  - To general fund: \$110.40
  - Donations to the library (general): \$4.65
  - Memorial donations to the library (in memory of someone): \$425.00
- In warrant 15-12 (submitted December 8<sup>th</sup>), the trustees transferred \$2,829.59 to the Friends
  - This is the money that had been in the Athol Savings account that belonged to them