

# Director's Report

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December 2, 2014

## Action items

- ☑ Approve weeding contract
- ☑ Approve book drop purchase
- ☑ Preliminary approval for re-keying of building
- ☑ Brief statement of consensus around professional development philosophy
- ☑ Approve programming budget
- ☑ Budget update
- ☑ Review inclement weather policy

## Old business

- Professional Certification of Librarianship has been completed
- New computers, phones, etc.
  - Public computers are in place and working
  - Met with Joe Olivari (will do cabling), Doug Briggs, & Brad Warren (Guardian) to discuss network cabling of building
    - This is necessary in order for us to hook up to Town Hall for server access as well (I think) as to join their VoIP telephone system
    - This is an additional expense for which we do not have an estimate. Mr. Olivari does not provide estimates for jobs that require “fishing for wires” because there is too much ambiguity in the work. He cannot guess how much time it will take because he does not know the conditions within the walls/ceilings containing wires.
- Weeding project
  - I asked Ed to write up a contract
  - MLAA board has had a mixed response to the proposal. I am working to address these issues and will have a more comprehensive update at the meeting.
    - Questions were around services provided by MLS and CW/MARS and why we weren't utilizing those.
- Book drop
  - I got bids from Gaylord and Brodart on comparable dual-drop book drops. The Gaylord bid was \$600 cheaper, so I propose we go with them
    - Gaylord: \$4,620.35
    - Brodart: \$5,221.25
  - I may need assistance, hopefully from Trustees, on installation, but no concrete needs to be poured. It's a matter of moving two heavy steel boxes around (the old & new book drops)
  - I will investigate disposal options for the old book drop once the new one has arrived.

## New business

- Facilities
  - Looking into having building re-keyed because it is unclear how many keys are floating around town (but it's clear that there are several)
    - The public safety building is currently considering re-keying, so we are looking into doing it together to get a better deal
  - Elevator contract

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- Our current elevator contract costs \$4513.80, and does not include the chairlift. Rather than commit to another year at that rate, I'm investigating alternate contracts.
- I've contacted Sylvia and Chief Barrett about their providers. Both pay less than we do, and the Public Safety Building's contract includes all repairs, including parts and labor, for \$2800. I'm not sure what Town Hall's contract includes just yet.
- Personnel
  - December 19<sup>th</sup> will be Noel's last regularly scheduled day. Due to family issues, she has to step back to just being a sub to fill in when needed, and can no longer work one day a week
  - Margaret has agreed to pick up volunteering on Fridays after the holidays to supplement our staff levels. Carol and I will continue to work on Fridays.
- Cheryl's office
  - After a brief release, the IG's office returned. They explained that I am welcome to access the office and take what I need to do my job, but ask that I set aside anything having to do with finances, grants, or any handwritten notes.
  - I have borrowed a padlock from Ed to keep the office secure in the meantime, as the investigation continues. Ed and I both have the combination.
- Professional Development
  - Simmons has continuing education opportunities online that cost \$200 for alumni and \$250 for everyone else. They're on topics that may be of interest to our paraprofessional staff, but I wanted Trustee buy-in (it could push us over our professional development budget) before approaching the topic with staff.
- Programming
  - I'd like to collaborate with Jana Harrison (of Ashburnham-Westminster Coordinated Family and Community Engagement) on having a series of 3 woodworking programs for kids 3-8. They'd take place on the last Wednesday of January, February, March.
    - The cost to the Trustees for funding our portion of this program would be \$210 (for all three programs; it's \$70/program)
  - In the future, I think it would be best to request a programming budget for the year from the Trustees at the beginning of each fiscal year.
  - In the meantime, I'd like to request \$5000 to be allotted to programming for the remainder of this fiscal year.
    - The \$210 would come out of this
    - I would continue to keep the Trustees updated about upcoming programs, but would not ask for authorization for each individual expenditure.
    - All checks for performers, etc., would go through the normal warrant process
- My regular schedule (FYI)
  - Monday: 9-6
  - Tuesday: 9-5
  - Wednesday: 9-5
  - Thursday: 9-5
  - Friday: 9-4