

Director's Report

March 3, 2015

Action items

- Approve budget change to add \$1500 to Prof/Tech Svcs
- Approve maternity leave plan
- Budget update
- Approve collection development policy

Old business

- Articles and capital planning
 - After discussions with Doug, we will not be submitting our capital planning requests for this cycle. The option of submitting these items in warrant articles at town meeting remains, although I do not currently believe that that is our best option. In particular, Doug has expressed a distinction between articles & capital planning requests: articles should be used for one-time expenses (for example, the installation of security cameras), while capital planning requests are for recurring expenses (such as a roof replacement). The reasons for deferment of each of these requests is as follows:
 - **Oil tank removal:**
 - A one-time expense, the real push for this project was an understanding on my part that we were in violation of current statutes. In further conversations with Fire Chief Paul Rekos, we discovered that our current level-monitoring system is sufficient. I am now keeping a weekly log of the level in the oil tank, with the understanding that this data will make a leak obvious if one occurs. This method of leak monitoring has been approved by Chief Rekos, and he believes that it will be sufficient in the eyes of the DEP.
 - A mistake was made when we were investigating the cost of this project. The ~\$59,000 cost we were given was not the price of the oil tank removal from VMS, but the cost of the entire VMS demolition project. The oil tank removal only cost ~\$5,700, which expands our options for its removal.
 - It makes more sense to remove the oil tank once we have a solid plan in place for its replacement. Once we have had the building evaluated by engineers and have begun work on our new, energy-efficient system, the removal of the current tank can be tied into that project. It is possible that this could be tied into the Green Energy Grant – we will continue to collaborate with Doug on this project.
 - **Cameras:**
 - Our request included only the cost of the cameras and their installation. I'd like to hold off on this until we can work with the town to tie monitoring into the town security system (if that's possible). This should coincide with our eventual plan to move onto the town security system for the general monitoring of the building, which will save us money and improve efficiency.
 - As this is a one-time expense, it is more appropriate as a warrant article, either at regular town meeting, or fall town meeting, whichever we deem more appropriate.
 - **Grading:**

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- A one-time expense (hopefully), the primary reason that I want to delay this is my lack of confidence in the cost estimate we submitted. The area surrounding town hall was re-graded to end flooding for just under \$5,000, and while our proposal is different than theirs was (they paved up to the building, and we want to retain gardens), that is $\frac{1}{4}$ of the amount of money that we requested.
- By revisiting this project in the spring, we can talk to multiple/reliable contractors to get a more exact quote and either proceed at fall or next spring town meeting by submitting an article.
 - **Roof:**
 - As a recurring expense, we will definitely want to submit this as a capital planning expense in the near future, as the roof is currently 20 years old. The roof is in great shape, however – we wanted it on the list so that the capital planning committee would know that it's looming and will be a significant expense the next 5 years or so. I mentioned it at the capital planning committee meeting, so it will not be a surprise when we submit this request in the future.
 - I will be more comfortable defending this request at a capital planning meeting once we have estimates from multiple/reliable contractors. As it is not an immediate expense, I decided it would be best to not officially submit it to the company and wait until next year (at the soonest) and submit it with more exact data.
- Collection development
 - Due to the low acceptance rate of materials at Better World Books, the library will now be contracting with a different company, Big-Hearted Books, based in Sharon. The amount of money we were getting back from Better World Books (a total income of \$20.44, split between the library and the Friends as of February 23rd) is not sufficient to justify the amount of staff time spent scanning and sorting items.
 - Big-Hearted Books will take all of our books, sell what they can, and recycle the remainder, all at no cost to us. They picked up 81 boxes within a week of my first contact with them.
- Book Drop
 - Was scheduled to be delivered on Thursday, February 19th, but was on a truck with no lift gate. It was rescheduled to come the next day, and actually never even left the facility. At that point, I called Demco, and got them to waive our entire shipping and handling charge (\$429), as DPW picked up our old book drop on the 19th and we were left without a book drop for 4 days. On Monday, February 23, it arrived, finally. Keith made necessary adjustments and it's fully functional now.
- New computers, phones, etc.
 - To my knowledge, the only outstanding invoice we have with Guardian is for our firewall. I will pay it once the firewall has been constructed.
 - Licenses have gone through, and we should be receiving the revamped ThinkPad laptop in the near future
 - When Doug took the budget to the Select Board/Advisory Board, some concerns were raised about the town paying Guardian to maintain our public computers. Other departments have computer systems that aren't networked into the town (as our public systems aren't), and they

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pay for the care and maintenance of those systems out of their own budgets. We were asked to consider taking our non-networked (public) systems out of the town's Guardian contract, which would save the town \$2000/year

- My suggestion is to add \$1500 to the Prof/Tech Svcs line of our budget, and stop working with Guardian as far as our public PCs are concerned. (So the entire town budget would save \$500 overall.)
- None of this affects our staff computers; it is only a concern about the patron PCs.
- I'm working with Selectman Duncan Phyfe to talk through best technology options going forward, and will obviously continue to keep the Trustees in that loop.

- Website

- ComfortZone has estimated that it will cost \$2,000-\$3,000 to revamp the website, which is a lot of money. I am working with them to figure out what our best bet is in terms of next steps, and the financial considerations will obviously be one of the factors to consider. I think this is a project that can wait until we've finished the strategic planning process and have a better sense of if anyone uses our website, how, etc.

New business

- Maternity leave planning

- My plan is to work until I give birth, if at all possible. I will take 12 weeks from that point on, so if the baby is on time (which would be August 8th), I'd be back at work the first week of November.
- I think we should have an interim director in my absence. I strongly recommend hiring Catherine Callegari, as she's well-qualified, already known to the staff & Trustees, and is familiar with the library.
 - Interim term: 14 weeks, 15 hours a week, \$25/hour
 - First week does not have to be the week before I'm due necessarily, but hopefully in July to do training/orientation; final week is to ease my transition back/catch me up/etc.
 - The total cost of this position as proposed would be \$5,250.
 - She would work Mondays, Fridays, & Trustee meetings (and other necessary meetings, like fall town meeting)
 - Responsibilities would include:
 - Pay bills & payroll
 - Buy new materials
 - Act as library PR rep
 - Provide in-depth reference and other professional librarian services
 - Attend Trustee & department head meetings, submitting applicable reports
 - Oversee scheduling & staff issues
 - Respond to email
 - Address state/town deadlines and other time-sensitive matters
 - This position would keep items from falling through the cracks and will provide professional guidance for the library in my absence. The interim director will not be

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responsible for planning, programming, staff or community development. The idea is to provide a single point of leadership and lessen the impact of my leave on the library and the community.

- Funding of an interim position
 - The town's short-term disability will pay 60% of my salary for 5 weeks. This is a savings in our budget line of \$3,453.60 that could be applied here.
 - I would suggest that the remaining \$1,796.40 could come out of the remainder of unexpended MLAA funds from past years, or whichever trust the Trustees deem most appropriate.
- C/W MARS membership
 - I spoke with Tom Spindler, the Executive Director of C/W MARS to discuss both the feasibility of our joining C/W MARS and its sensibility. I wanted to figure out if this move is the right one for the library from a financial or functional standpoint.
 - We were quoted at a total price of \$4911.67 if we began in February (which we obviously didn't).
 - Prorated (through end of fiscal year) ongoing costs: \$3,511.67
 - Annual ongoing cost: \$8,428.00
 - One-time startup fees: \$1,400.00
 - The greatest impact to the cost is how many volumes our library adds to the C/W MARS catalog. Taken from an old ARIS report, Tim's quote estimates that we have 47,335 items. At 9¢/item, that comes to \$4,228. By the end of our weeding project, I hope to have at least 15,000 items fewer than this count, which would save us \$1,339.81.
 - Our best bet is to wait until the weeding project is complete so we only bring to the new catalog items we'd like to keep for a while. This will not only save us money (both in starting costs and ongoing costs), but reduce additional pressures on the staff to learn functions of the new system at a more reasonable pace.
 - I am still investigating the Small Libraries in Networks Grant, which might be able to assist with about \$900 of the costs (according to Tim's estimate)
 - Benefits of joining C/W MARS include:
 - Access to the C/W MARS collection in a single catalog for resources sharing without use of ILL (no mediation required for patrons). This includes more than 3.5 million titles and 8.5 million copies.
 - Overdrive (eBook) collection in addition to the MLS eBook collection which has 30,000 titles and over 200,000 copies in addition to videos, audio books and periodicals.
 - Online resources currently including novelist, science online and Grove's Art Encyclopedia.
 - I strongly recommend that we join C/W MARS either at the end of FY16 or the beginning of FY17, depending on grant cycles and other relevant timing considerations

Cash collection

- January 24 – February 20, 2015
 - To General Fund: \$243.24
 - Library Donations: \$8.05