

Director's Report

April 14, 2015

Action items

- Approve payment of \$4,901.96 to Guardian (\$2,507.00 for new firewall; \$2,394.96 for cabling)
- Select a time to meet with potential interim director
- State opinion on Rice painting, how to proceed with artifacts
- Approve \$3,443.28 in Summer Reading expenditures
- Budget update
- Approve unattended children policy

Old business

- Collection development
 - Catherine is right on schedule in terms of the balance of hours to use and items to weed.
- New computers, phones, etc.
 - The new firewall is live. Total cost (labor and materials) is \$2,507, according to the scope we signed on October 21st.
 - We have a balance of \$2,394.96 owed for the cabling that Guardian did to network our computers to the town. This is for labor and materials.
 - We are officially out of our contract with Guardian so far as the public PCs & that firewall are concerned. Guardian will continue to provide support for staff PCs and networking.
- Website
 - I will be meeting with Scott & John from ComfortZone in June (when they return from Florida) to discuss website redesign options and next steps. By then, we will have completed our strategic planning process and should be able to make informed decisions on this topic.
- Maternity leave planning
 - Catherine is eager to meet the entire board and discuss the position. I will let her know what works best for you all.
 - In reference to how to best to coordinate communication while I am away, I recommend informal conversations between myself and Catherine. There should not be occasion for major decisions to be made in my absence, and such decisions would, of course, be routed through the Trustees. My concern around the submission of weekly reports directly to me while I'm on leave is that I don't want it to appear that I am working while on leave.
- C/W MARS
 - Tim Spindler has submitted an *estimated* quote for \$3,524.58, if we begin December 1st:

Item	Detail	Cost
Ongoing Costs		
Per member (flat rate)		\$ 1,323.00
Per line cost		\$ 1,343.00
Item count	31,580	\$ 2,951.00
Circulation (3 year average)	37,865	\$ 2,068.00
Subtotal		\$ 7,685.00
7 months prorated		\$ 4,482.92

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One Time Startup Costs*		
Per-member		\$ 500.00
Subtotal		\$ 500.00

** Start-up costs may be paid over 2 years if this helps the library*

Subtotal		\$ 4,982.92
SLIN Grant (estimated)		\$ 1,458.33
Total Owed		\$ 3,524.58

- It's just an estimate because I sent him the number of items that we had that day. For the final quote, he will use the number of items we have when our weeding project is complete. He will get the official number from MassCat, so that it comes from a third party. (The C/W MARS executive board is allowing this as an exception to the general practice of using numbers from the ARIS report, as the updated ARIS report number will not be published until a much later date.)
- The process takes approximately 6-8 weeks from start to finish. The steps are as follows:
 1. Software is installed (through a collaboration of C/W MARS and Guardian)
 2. Staff undergo registration training
 3. Staff begin inputting patrons into the database
 - a. Many patrons will already be in the database because they have C/W MARS cards through other libraries
 - b. Once patrons have been entered into the database, they will be able to use Overdrive (for downloadable books & audio) and other C/W MARS online databases/resources
 4. Item records are sent to be reformatted for the C/W MARS system
 - a. This takes about 6 weeks, depending on the quality of the records
 5. Cataloging training will take place at whatever point during this timeframe that we desire
 - a. Once trained, we can add any items purchased in this in-between period to C/W MARS manually
 - b. Because we will not be circulating items through C/W MARS yet, items will have to be added to both C/W MARS and MassCat – this may be the most labor-intensive portion of the process.
 6. Once 80% of our items have been inputted into the C/W MARS catalog, we will “go live”
 7. One week before we “go live,” the staff will undergo circulation training
 8. On the first day that we are “live,” a member of the C/W MARS staff will be present to field any and all questions.
- In addition to the cost of the transition, we will also have to buy new library cards to distribute to our patrons. We cannot continue with our current cards. C/W MARS offers bulk card orders each year, which cuts costs dramatically. This bulk order will not coincide with our needs, however, so we will need to buy at least some cards to get started. If we do an initial order of

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1500 cards, that should cost approximately \$475. We will be able to do a second order with the other C/W MARS libraries at another time to buy the remainder of any cards needed.

New business

- Recent finds
 - The painting of Colonel Rice (hanging in the Reference Room) was officially given to the library on a ten year loan from the Forbush Library in Westminster in 1997. I will coordinate with their director about how the Forbush Library wishes to proceed, but first would like to hear what the SML Trustees would like to have happen.
 - The Forbush Library asked that we keep the painting secure and insured. It was insured at the time of its acquisition, and I will find out if the town has continued to insure it to this day.
 - Claude René Martin painting
 - In the Feb 21, 1990 Trustee meeting minutes, the Trustees paid \$1,250 to have a Claude René Martin painting restored and hung in the community room. It is in the preservation room currently, and may be worth having appraised if Skinner's comes to look at the Egyptian artifacts.
 - Egyptian artifacts
 - According to its accompanying informational cards (presumably typed up contemporaneously to an exhibit), the Egyptian mask that has been uncovered in the library "was taken from the tomb of one of the ancient kings of Egypt. The mask is the portrait of an Egyptian princess. The cloth is part of that which surrounded the mummy. The tomb was opened in March 1907 under the direction of Mohamet Muhassid, an Egyptian sheik, and through his influence was secured by Mr. W.F. Whitney of Ashburnham at the time of the opening of the tomb. According to archeological authorities it is 5,000 years old."
 - The tablets are listed as being from either Jhoka or Drehem. I cannot find a reference online to Jhoka, but Drehem is moderately well-known. Wikipedia (I know, I know) says, "Drehem or ancient Puzrish-Dagan, a suburb of Nippur, is the best known city of the so-called redistribution centers of the Neo Sumerian period of Mesopotamian history. It is located some 10 kilometers south of Nippur. Witnessed by thousands of cuneiform tablets, livestock (cattle, sheep and goats) of the state was centralized at Drehem and redistributed to the temples, its officials and the royal palaces of Sumer. The temples of nearby Nippur, the religious capital of the Neo Sumerian culture, were the main destinations of the livestock. The city was founded by Shulgi, king of Ur. Some of its cuneiform archives are at the Royal Ontario Museum, Toronto."
- Summer Reading
 - Planning is underway. So far, I have spent:
 - Promotional items (bookmarks, incentives, etc.): \$493.28
 - Programs: \$2,950.00
 - 10 programs confirmed
 - Kick-off will be Friday, June 26th
 - Sign-up from 1-3pm; performance from 3-4pm

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- Includes registration, food (pizza, juice, water), and craft (make a hero-themed backpack)
 - Trustees are asked to assist with any and all aspects of the kick-off
- Strategic Planning
 - A summary of the first meeting of the Strategic Planning Committee is a separate document within director's materials

Cash collection

- February 21 – April 3, 2015
 - To General Fund: \$142.00
 - Library Donations: \$6.15