

Director's Report

February 3, 2015

Action items

- Approve circulation policy
- Approve gift acceptance policy
- Approve final funding for woodworking program
- Come to a consensus on oil tank removal
- State opinion on authorizing TV filming at the library
- Budget update

Old business

- Facilities
 - Oil tank
 - Article is due to Sylvia "as soon as possible"
 - The town used F.A. Moschetti & Sons, Inc. out of Templeton, MA to remove the oil tank from VMS, and it cost \$59,475
 - Doug suggests holding off because once the green energy grant work makes the tank obsolete, we'll have a year to get rid of it (unless there's reason to believe it's leaking)
 - My recommendation is to get an estimate and submit the article after discussing it more thoroughly with Doug. I've reached out to Paul Rekos for assistance as well.
- Collection development
 - Weeding of juvenile fiction is complete, and Catherine has begun working on adult fiction
 - We could use help processing books for boxing. Because it's a sensitive topic, I can't do a public call for help, but any trustees or their friends who might have time to stop by and physically prepare books for shipment would be very welcome. (Please help!)
 - Our acceptance rate at Better World Books is currently too low. I'm working with staff, volunteers, and BWB to see what we can do to improve this.
 - I expect to spend about \$10,000 updating the juvenile nonfiction collection, which is the area wherein we're in most dire straits.
 - I intend to stay within the municipal appropriation for books if at all possible. I remain confident that it's possible
 - We're still adjusting Catherine's schedule. She has begun to work one weekend day a week to get all her hours in.
- Finances
 - Quicken is up and running. The staff are logging all transactions in Quicken and running appropriate reports as needed.
- New computers, phones, etc.
 - Guardian created a virtual private network (VPN) connection for my laptop through town hall, so I am now able to access files from home
 - The integration of the 4115 into the new phones is awaiting a circuitry upgrade to the phone system at town hall.
 - Due to operating system conflicts, the ThinkPad hasn't been returned to the library yet. I need to order a special conversion license from Microsoft through TechSoup. The whole thing should cost about \$40, and will come out of municipal appropriations

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- Programming
 - I originally proposed the woodworking program as intended, with 10 kids per session, which would be a total trust fund cost of \$210. When we opened registration, I decided it would be best to register 13 kids for the session so that we would still have 10 kids if some kids don't show. This program has a per child charge, so if all 13 kids show up, the actual final cost will be higher.
 - The CFCE has a grant that will pay \$50 per session, so our per child cost increases slightly with each additional child
 - If we have 13 children show up for each of the three sessions, it would be a total cost of \$318.
 - Because we are signing children up for each session separately (registration for each month's session opens at the start of that month), I can limit remaining sessions to 10 children and this will bring the cost back closer to what was originally proposed.

New business

- Facilities
 - The green energy grant projects could begin at any time. Doug is waiting on word from the Commonwealth.
 - Due to this impending work, it doesn't make sense to spend money have Joe Olivari work on a light fixture that may be fixed/replaced as part of the grant.
- Website
 - I spent an additional \$300 to get a high-quality image of the SML logo that's on our website. It will be on our new business cards.
 - I have authorized ComfortZone to investigate costs associated with updating our site so that it will display better on mobile devices
- AWCATV
 - Jane Peters, of the local cable station, and I have been discussing putting our storytimes on air. We'll be alternated with Westminster. Details will be forthcoming.
 - We need to sign a location release form. I want to make sure that all trustees are on board before I authorize filming.
- eBooks
 - Through state funding, MassCat has offered its members an opportunity to provide eBooks to our patrons.
 - The total cost was \$302 for one year, commencing February 1, 2015.

Cash collection

- December 29–January 23
 - To General Fund: \$108.84
 - Library Donations: \$4.10