

Director's Report

November 4, 2014

Action items

- Approve change in funding source for laptop payment
- Budget update
- Review proposals for expenditure of larger trusts
 - Book drop
 - Contract position (weeding)
- Review meeting room policy (attached)

Old business

- Professional Certification of Librarianship has been received by the MBLC. They expect to approve it at their November 6th meeting.
- Professional development
 - I have recently attended or will soon attend the following (free) workshops/events:
 - *Build Your Grantwriting Skills* (October 23, Boxborough)
 - *MLS Annual Meeting – Storybox: Building Your Library's Culture* (November 3, Worcester)
 - *Directors Roundtable* (November 13, Greenfield)
 - *Trustee Orientation* (November 20, Athol)
- New computers, phones, etc.¹
 - Guardian expects to begin implementation in the next week
 - We are trying to plan a meeting around the 30th-31st to talk through protocols, etc.
 - Microsoft Office and Quicken have been ordered from TechSoup and Amazon, respectively
 - INVOICES
 - Town hall says that we can't use capital improvement funds to pay for the laptop, and the trustees are to use the money market account instead.
 - Total: \$1395.75
 - Final invoice for new desktops and computers: \$7711.00
- Energy audit ("Green Communities Level 2 Organization")
 - Maggie & I met with Doug, Mark Carlisle (from the Light Board), W. Kim Boas (from Mass Municipal Wholesale Electric Co.), and Matt Siska (the engineer from GDS Associates hired to conduct the audit) on October 8th
 - Some concerns raised were:
 - Air quality (there's no fresh air coming through the building)
 - Oil consumption (Doug says we're one of the highest oil consumers in town, which didn't surprise me as the temperature is sometimes sweltering in the building and we seem to have little control)
 - Improving efficiency while maintaining historical society approval
 - Three options are being considered:
 - Improving our current system
 - Pellets
 - Heat pump
 - Matt came back on October 24th to get final details
 - Final report is expected soon, and a decision will be made in December

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- In a conversation between Ed and Doug, it was established:
 - The \$5,000 matching requirement from the library will come from the Trust Money Market Fund.
 - It will be paid when an invoice is received from the "Green Communities Level 2 Organization."
- Budget procedures
 - Beginning with this last one, a Trustee is signing off on warrants before they're submitted
 - All warrants are available for Trustee perusal at your convenience – they're located at the circulation desk, and all staff members can get them for you.

New business

- Friends
 - Met with board on Monday to begin to plan Friends revitalization
 - I passed Tara Breton's name on to them, as she seems excited about volunteering at the library.
 - Will focus on 250th celebrations
 - Book sale in June hopefully
 - Float in parade (September)
- Collection development
 - Weeding
 - Working with Better World Books to deal with discards & raise money for the Friends/library
 - I have contacted a colleague from NH about signing on as a contractor to weed our collection.
 - She's the director of the Gay Kimball Library in Troy, NH. I'd like to offer her \$30/hour to use her professional expertise to get us out of this weeding crisis.
 - 10-15 hours a week fewer than 300 hours (ABSOLUTE worst case scenario).
 - I will create a job description and work closely with you all, town administration, and town council to make sure that this is set up correctly.
 - I have made no offers of employment, and she knows that the trustees have not yet approved the position. Her resume is in this month's meeting packet.
 - To be paid through MLAA (pending MLAA approval)
 - Additions
 - Resumed normal schedule of purchases for books
 - Beginning updating of children's collection (e.g., updating books about states, which were 15 years old)
 - One of the aspects of the weeding contract position will be submitting progress reports to me so I can add items in conjunction with the particular collection/section that's been weeded so the patrons see fastest improvement

¹ Information pertaining to timeframes should be out of date by the time we meet on November 4th. I will have another update at the meeting.