

Library Board of Trustees
February 2010

- **ALA Conference: January 15 – 18th.** Most of the staff attended the exhibits and had a positive experience. I have provided a list of products to look for such as, self-checkout system, label maker, DVD cleaner, shelving etc. The exhibit did help me in selecting a shelving unit for CDs and we also got a promo discount on our order.
 - **New CD display/holding unit:** Friend's funded the purchase of two display units for CDs for the front of the Library.
 - **Session attended: Library Budget and Tough Economic Times and Library Advocacy.** Both of these sessions were informative and useful.
 - **Staff Training** - I have arranged for a consultant from CMRLS to provide a training session for our staff on Library advocacy. This will train our staff to answer questions on library construction project, fund raising issues and also provide explanation about the transition phase. Issues relating to these areas are complex and we need to develop answers that are consistently delivered to patrons. I believe this training will empower our staff to project a positive image of the Library and help keep the community informed.
- **Temporary help for vacation coverage:** MaryRose (HR Director) finally approved to hire Nancy Fowler-Baker as a Library page for temporary support. This progress was made mainly because Norman allowed us to move forward by hiring while the hiring freeze is still in place.
- **Volunteer Dinner on 2/9/10:** It was a successful evening with 19 volunteers. Susan and Denise gave out certificates to all volunteers for their dedication to the Library!
- **HACM taped a session for the senior upbeat program:** Mary McLoud from the Senior Center approached me to present Library information during their program on HCAM. The goal of the program is to update the community about the library expansion project and the Grant Application process. Since I was away on vacation I requested Susan and Denise to tape the session.
- **YA area and new shelving completed:** We purchased display shelves for YA magazines and DVDs, new adjustable book cases to organize YA collection that includes fiction, audio books and CDs. This is a significant improvement for the Library as whole. The entire section now feels open and bright. New book cases will allow a lot of room for growth. This changed the entire look of the Library!

- W.B. Mason coordinated this project with the manufacturer from start to finish. Pricing, delivery and installations were handled by W.B. Mason and we are quite satisfied with their services. The total cost of this project is approximately \$6,900.
- **Budget Follow up with Norman:** As requested by Norman, I submitted a revised budget total that is in compliance with MAR. It meant subtracting \$4,000 from our salary line. Based on our past salary expenditure, I believe there may not be any need to close the Library for a week. However, this is a compromise for us but compliance with MAR meant a 2.5% increase from the average of the past 3 years budget.
- **Green Home Forum:** We were approached by a member of the Sustainable Green Community to host a forum on Green Home. There will be about 4 vendors with their green products and several speakers including Nstar. This program will be held in the Library on Wed. 3/31 from 6:30 to 9 pm.
- **Meeting with Town Manager on March 3, 2010:** The purpose of this meeting was to discuss some key issues regarding the process of proposing the Library Construction Project to the Permanent Building Committee and to address the time line leading up to the submission of the application in 2011. Attached are my questions. These questions were also shared with RJ.
- **RFQ from Applicants:** Responded to 40 e-mail requests from applicants for the RFQ. About 8 to 10 candidates visited the Library and requested for a tour.
 - Library Building Program is now available on the Library web site.

Rownak Hussain
Library Director