

Director's Update: Feb. 17th, 2011

1. Library Financials: (See handout 1). 65% of FY has passed. Spending is on target. NOBLE cost based on billing cycle.

2. Town Hall update:

* Budget: Will present formal submission for discussion/approval under New Business.

* E.B. Newton: Continuing to work on Lyceum/Community Center concept for Town Manager. E.B. Newton "Lyceum" will be formally dedicated on May 28th. Plan to help him formalize a plan for ongoing use of the space (main floor...the top two floors are rented out now) is underway.

3. Donations:

CASH TO HYDE FUND

Dianne & Allen Ryan (Marco Island, FL)	100.00 (in memory Natalie Furlong)
Ann & John Duffy (Wakefield, MA)	25.00 (in memory Natalie Furlong)
Wyson & Jaffe families (Winthrop)	100.00 (in honor of Ruth Bernstein's birthday)
Deborah Vivolo (Winthrop)	50.00 (in honor of Ruth Bernstein's birthday)
TOTAL:	\$175.00

4. Building Maintenance:

Snow damage: Fence around AC compressors on Winthrop Street knocked down by falling snow and ice. Will evaluate and repair after snow is gone.

Boiler issues: Malfunctioned on Tuesday, Feb. 15th. Required cleaning...recurring problem. Likely need to evaluate storage tank this spring and possibly drain out water and sediment to keep it from reaching boiler, replace filler pipe or, worst case, replace tank altogether. Costs unknown at this time. Will keep board apprised.

Smoke detector malfunction at opening on Feb. 9th. Bergman Room unit was the culprit. Replaced by Atlas Alarm. Awaiting bill.

Chain link fence: Would like to remove it this spring or summer. It was put in place years ago to stop people from cutting across the lawn on the Winthrop Street side of the Frost Building. DPW Director Hickey would like to see a small rose garden placed on that lawn.

5. Certification: We are certified. Received initial award check for \$7,974.92 this week (deposited into State Aid account). Diane Carty at MBLC states our second award check, due in May, should be roughly the same amount. Increase from last year (\$11,652) due to higher level compliance with materials purchases (Up to 15% in 2010 vs. 12% in 2009).

6. Conflict of Interest/Ethics: Need confirmation of receipt of ethics handout from all members of the Board, staff and volunteers ASAP. Sign handout and return to me.

7. Snow Emergency: Have decided NOT to necessarily follow schools' lead on snow closures. Given our later opening/closing hours here, it makes more sense for me to make the call for us. Will do so based on declared parking bans, forecast information, town hall directives.

8. Circulation Desk plan: Ron Bergman drawing up final plan. We will pull a building permit. Ron has consulted Building Inspector on the plan and will also consult with the Fire Marshall before commencing construction. SEE PLAN.

OLD BUSINESS:

Evelyn Maurici Collection: Dedication ceremony proposed for late April. Small evening event with Evelyn's family, staff and Trustees as well as any NOBLE colleagues who wish to attend. Trustees' pleasure?

NEW BUSINESS:

a. Alternatives to NOBLE? See handout. Have queried Metro Boston and Minuteman Library Networks. Initial estimate from Minuteman indicates a first year cost of \$50,000 to \$60,000 with subsequent years at less than \$25,000. Awaiting word from Metro Boston. Considerations:

- Geographic identity
- Services available
- Projected costs with comparable/desired services + basic membership fee

PURSUE?

b. Corporate Sponsorship: See handout for basic concept. Am working on plan to solicit rotating corporate sponsorships for additional funding (see handout 2).

PURSUE?

c. Budget: See handout. New approach by town: start at level funded request, determine revenues, balance "across the board." We can absorb NO MORE than an additional 3% cut before we find ourselves unable to meet certification standards SOLELY with municipal money. May require using discretionary funds, fundraising to meet our needs. New reality.

Long Range Plan – Director’s brief

1. Each of you has a copy of the 3rd draft for review (less survey results which I provided to each of you this past fall.

2. Background:

- Long process – began in Nov 09
- Community meetings, survey, research, statistical study, 2 prior drafts of the plan reviewed/tweaked by myself, Steve and Ann to produce the document.
- Proud of the document and grateful to everyone who has participated, esp. Steve and Ann.
- Contains 6 key elements:
 - Executive summary
 - Needs, goals, Objectives and activities listed FIRST by area and SECOND, chronologically.
 - Community description (discussion of key social and economic indicators about the town and how those relate to public library services in Winthrop)
 - Library Characteristics
 - Notional Staff Schedules for present, 45 hr. and 50 hour per week
 - Review of the Community Planning Committee’s work which took place in Nov. 09
- Each set of goals, objectives and activities is supported by one or more of the following sources of input:
 - the Community Planning Committee’s work
 - the July/August 10 survey
 - statistical study
 - Institutional knowledge
- Focuses on the following key areas:
 - Facility Comfort & Safety

- Space Utilization
 - Sufficient Staffing/Efficient Work Distribution
 - Collection Development
 - Programming, Events and Activities
 - Museum Services
- For the most part, there are no footnotes; to include this would have unnecessarily complicated and significantly lengthened an already voluminous document. However, if you consider the entire document including appendices and sources of data, it is obvious that we have created a document that is well-supported, logical and ambitious while containing achievable ends.
 - It is meant to be a living document and a point of departure. Steve, Ann and I review our progress annually and adjust the plan as appropriate
 - This plan provides a road map we can follow to improve our services and keep the library relevant, responsive and vital as a center of community life.

3. This is intended to be both a working document and a communication to the community at large of our current state as well as our vision and intentions for the future.

4. I ask you to review it and then provide me with any feedback **prior** to the January Trustees meeting so I can submit, hopefully, a final plan for approval then. Once approved by vote of the Board, we will print copies for distribution to key decision makers (TM, TC members, Trustees etc.), provide a copy to the MBLC and post it in .pdf format on the library's Web site.