

Director's Update: October 13th, 2011

1. Library Financials: (See Enclosure 2). 28% of FY has passed – 29% for pay purposes; Spending is on target.

2. Town Hall update:

- Town Manager has indicated that the town might see “perhaps” \$100-\$200K restored to local aid this year. He plans to use it to fund repairs to boilers at the rink, middle school and Ft. Banks school.

- East Coast Petroleum Corp. has been awarded the town contract for heating oil. Currently, we have just over 5000 gals. in the tank. The price to pay will be 3 cents above the rack price; not as good a deal as last year but certainly a bargain. Traditionally, we've used about 5500 gals. per year. The transfer from Town Hall gave us approximately 40% of that already. Still...since we have sufficient funds in the utilities budget, we should try to take in 5500 gals. this winter. That will allow us to restore the reserve capacity in the tank that was lost when we “assumed” fiscal responsibility for heating oil in FY 10. No deliveries scheduled at this time. (more Oil Tank matters under Old Business)

3. State Aid/Certification Application: Complete. Will mail tomorrow to MBLC. We have requested a waiver and I expect it will be approved without the need for a hearing. How much state aid we'll receive can only be guessed at (too many variables to handicap with precision), but my somewhat informed guess is that we'll see \$11 - \$13 K.

4. Repairs to “Georgie Smith”: Received a quote for repair of the schooner model in the museum, the Georgie Smith, from Piel Craftsmen of Newburyport. Extensive repair work required, mainly to masts, rigging and sails. Due to the size of the model, work must be done on site. Estimate is \$2200-\$2400 plus travel time and other expenses. I believe the work is desirable – the ship is an historic artifact (original 1899 donation to the library, shown at the 1898 World's Exposition in Chicago) – but not mandatory. Cost is a bit more than we should really consider feasible at this time. I believe our best course of action is to pay via donations.

4. Reid's Boat Yard exhibit: Historic photos related to Reid's Boat Yard on Pleasant Street. Opened on October 7<sup>th</sup>.

5. Events & programs: We had over 60 people at the SPIRITS of New England program on September 24<sup>th</sup>. Upcoming programs this month include Jeff Belanger (Oct. 27<sup>th</sup>) at the Cultural Center and David Polansky (Oct. 29<sup>th</sup>) in the Children's Room. Peter Solomon has introduced a new regular event – Movie Day. Each 3<sup>rd</sup> Wed. we will screen two movies, one in the morning the other in the afternoon (Oct. 19<sup>th</sup>: 10:30 am *Chinatown*, 1 p.m. *The Departed*). Currently in trial mode. All are free of charge and open to the public.

6. Foundation: I plan to submit Form 9C to AG's office before I leave. We need to establish a bank account (checking) before I can do so. Also, need to hold Annual Meeting; recommend we do it immediately before next Trustees meeting. Will John and Steve remain on the Board? Or will we select new Board members after the election? I will continue to handle matters for the foundation until a new director is appointed and then work with that individual so they can take it over.

7. Oct. 21<sup>st</sup> Northeast Libraries Legislative Breakfast: Jim Matarazzo and I will attend the event in Reading. Barbara Bishop will attend representing Speaker DeLeo's office. The Friends have sent a donation of \$75 to the organizers to help cover expenses.

8. Evergreen Implementation: The NOBLE Executive Board has voted this week to delay implementation of the new system, originally scheduled for New Year's weekend to Memorial Day weekend. The delay will give NOBLE an opportunity to more fully develop certain portions of the system including the public catalog. This will enable us to “put our best foot forward” at implementation time. It will also give us the added benefit of an additional 4-5 months staff training time. We had originally scheduled a New Year's Eve closure (normally a half-day for us) and that has been cancelled. It is anticipated that we will be closed instead on May 27<sup>th</sup> (the Saturday of Memorial Day weekend) to facilitate the transfer of records from Millenium to Evergreen prior to implementation of the new system on May 29<sup>th</sup>, 2012.

## OLD BUSINESS:

- Oil Tank Repairs: Tanks-A-Lot of Everett had the low quote, \$9500. Awaiting confirmation from them concerning prevailing wage requirements (should not present a problem). Town Manager has indicated that we should not expect help on this one. We are currently investigating replacing the oil system with gas. The boiler room already has gas service (water heater) so we're probably looking at a fairly easy install here; replacing the "gun" and some associated line connection work inside the building (?). I've asked Monica Ford, Town Treasurer, to hold off on putting the oil tank repair contract together. Thus, **I recommend we table the matter until we can make a better determination as to whether to repair the existing system or install gas.**
- Director Search: Jim?

## NEW BUSINESS:

- Job Descriptions: **Recommend Board approve as submitted.**
- Library Technology Plan: Discussion? Board approval not necessary, but I'd like to have the Board support it at least.
- Update to Long Range Plan: Approval/assent to job descriptions and technology plan will complete. Will submit to MBLC this week. **Recommend Board approve as submitted (with edits depending on Board action on Job Descriptions and Library Technology Plan).**