

## DIRECTOR'S REPORT

TO: Board of Library Trustees

FROM: Marjorie Hill-Devine

DATE: August 26, 1994

It may seem a bit early for this report but by the time you receive this, I will be on vacation in New Hampshire. I won't be back until after Labor Day so I thought that I'd do it before going away. Please bring all the enclosures with you to the meeting, and **note the early starting time - 7:00 P.M.** - on the attached *tentative* agenda.

As some of you know, it's been a busy Summer at the library. Here's where we are:

### LIBRARY NEWS :

- ◆ Attractive and functional blinds were installed in the Reference and Children's rooms.
- ◆ New staff PC's were purchased, installed, and enjoyed. Thank you!
- ◆ Mr. Crosby has submitted his first written Preservation progress report to Trustee Hazlett as required, and is working on the second. Copies of both will be available at the meeting.
- ◆ Trustee Redgrave is meeting with Mr. Cummings, whose firm (Cummings Engineering) is designing the air-conditioning system. The Library agreed to pay Cummings 80% of the design fee upon receipt of the first (low) bid that meets available funds, and 20% after inspection of the completed installation. Next step: Bid the job.
- ◆ An independent review of Farley Associate's roof/water path study has been done by Donham & Sweeney. They found no irregularities. Trustee Redgrave is in touch with Community Development for contracts, etc. Next step: Retain Farley for job.
- ◆ Part I of the annual State Aid application is due soon.
- ◆ Personnel changes have included the promotion of Page Nancy Walsh to the Computer Operator position formerly held by Susan Feeney. This, plus the departure of another part-time employee for maternity, led to another time consuming round of advertising and interviewing. The Page position made available by Nancy's promotion has been filed, and I have a recommendation for the temporary maternity fill-in.

### LIBRARY LONG RANGE PLAN:

This project, begun in 1991, is now due at the Board of Library Commissioners in Boston. **before October 1st.** Several committee member's drafts were terribly late, others poor enough to need substantial rewriting. Long Range Committee *Editor Roberta Halloran* and I are doing the best we can to produce an acceptable document. Failure to do so eliminates the library from Federal and Federally funded State grants, including the matching Preservation Study grant I wrote this year. **The Planning document must be formally approved by the Board of Trustees.** Meeting the deadline is now an emergency, particularly since, at the 11th hour, I found that we are missing key parts of the plan: **multiyear goals and objectives<sup>1</sup>, a needs statement, and an annual action plan, as**

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<sup>1</sup> Ours have no time frame attached to them.

mandated on p. 95 of *Mass. Board of Library Commissioners Long Range Program 1991-1996*. The situation necessitates the following:

- ◆ I will **hand deliver the draft** to Board members **Friday, September 9th**. Please **FAX** or **hand deliver** your **written** SUBSTANTIVE, NOT STYLISTIC OR SEMANTIC comments, corrections, and suggestions to me by **5:00 P.M.** the night of the Trustee meeting, **Tuesday, September 13th.**
- ◆ The document will be mailed out or delivered to the Long Range Planning Committee members with similar time limitations.
- ◆ Your cooperation in this is **greatly appreciated** - I have lost some sleep wondering if we will make deadline.

**NOBLE NEWS:** I am on the NOBLE Executive Council again this year, which has been holding extra meetings to write their own Long Range Plan. My work as Chair of their Personnel Committee has entailed substantially revising their benefits package, including the creation of a pension plan. On Tuesday, August 23, NOBLE loaded **Release 2.1** - an upgrade to **Plus** - with no downtime. Yes, this is another change to the major conversion made two months ago. Two other matters which the library needs to consider are:

- ◆ **School Access Plan** - After three years of discussion, NOBLE has settled on a policy of offering the schools the opportunity to purchase, **through their local library**, one port for CL-CAT access. I think that this will service will be of value to the schools, but as all of our ports are currently in use (and we may need another for the automated periodical project -see below) the schools will need to purchase one. NOBLE wants it clearly understood that they are not doing business with the schools themselves, but allowing member public libraries to serve school libraries. Who to approach and how? A copy of the policy is enclosed for your review.
- ◆ **Automated Periodical Project** - Also in the making for nearly three years, this project, which I formerly adamantly opposed, has made a convert of me. The projected price has come down from \$4500.00 per year per library added to assessment fees to \$3500.00 per year. And the product is impressive. **EBSCO** of West Peabody is the probable vendor. The technology is changing so fast that the **350 full text** periodicals currently available will rise to **650** by the time - July 1, 1995 - it is implemented. Also, patrons will be able to capture and print **portions** of articles and HOME DIAL UP WILL BE A FEATURE! An additional 1250 or so periodicals will be indexed and annotated. The system will be loaded at EBSCO and telecommunicated out to libraries, rather than the previous plan for loading it at NOBLE with CD 's at libraries. Even the academic members are pleased.

**NO - WE WILL NOT BE ABLE TO GET RID OF ALL OF OUR SUBSCRIPTIONS**

**POLICY PACKET:** I have followed through on the several policies here included that were sent back for revision at previous Trustee meetings. We really should produce **written and approved policies**, however tedious, to guide library operations.

1. I recently resubmitted the **Art Display Policy** draft to Joe Harvey and he answered very nicely right away, mentioning the concept of "suitability", which I have added.
2. **The FAX Policy** - experience has suggested a little correction to this policy, presented twice previously.
3. The **Public PC Policy** - Mr. Crosby has drafted this, after reviewing sample policies from other libraries.
4. The library **Hierarchy** - I found the misplaced version showing the position of Children's Librarian as third in line administrator. Mr. Crosby has a software program to make it more professional looking. Copies will be available at the meeting.

**ROTARY:** I am President-Elect of Rotary this year, to be President next year. New President Mary Jane Sullivan is keeping us all busy. One assignment I had was to buy a lap top computer for the Club, so off I went to Computer City with a price quote in hand previously given to Phyllis Fluet. I must have had an awful expression on my face when they gave me a hard time about not having the tax exempt number because they gave me an additional 5% off! (I did not yell. I did not complain - I just looked terrible, I guess) Rotary is very happy! I have also produced a year-long Calendar of Events for them and am in charge of speakers for the year.

I HOPE YOU ALL HAD A GREAT SUMMER!