

# REPORT

TO: Board of Library Trustees

FROM: Marjorie Hill-Devine

SUBJECT: Director's Report

DATE: May 3, 1995

Although May is here and Town Meeting is over, there remains much business to conclude.

## ROOF NEWS

Roof bids were opened on April 12th and the apparent low general bidder - *New England Builders, Contractors and Traders, Inc.* of Methuen, MA, is within budget. Architect Farley has checked their references and has recommended in writing that we award the contract to them. This must be done prior to May 25th.

The sub-bids for the Museum's aluminum windows were all rejected as too high and also because only one was an unrestricted bid. Bid protocol in these instances requires that we notify all general bidders and instruct them to carry a designated amount forward into the general bid to allow for the eventual window cost. Architect Farley then proceeded to pursue some local window vendors for the job.

## BUDGET NEWS

The library did well in terms of next year's budget except for of the Administrative Expense line item- the stagnation of which we were hoping to counteract with our keep the fines article<sup>1</sup>, and the new position. Several crucial issues remain for the current year, as follows:

1. There is still no word from the Advisory Board regarding my recent request for funding of a custodian's step due back in December 1994,
2. The abovementioned request did not contain the 2% voted for both custodians at Town Meeting last week **retroactive to July 1, 1994**,
3. The regular (non-custodial) part-time shortage still exists. Without a transfer there will be no part-time payroll funds after June 10th. For the abovementioned reasons, I have called Barbara Flavin at her place of work yesterday, and also prepared a packet containing two revised transfer requests and all documentation. She picked up all in person, and told me she would let me know next week. Copies are attached for your review. *This is as far as I can go - I believe I have covered my duty as chief administrator of the library.* Noreen will notify her union of a possible layoff, and, if no additional custodial funds are received, I will have to fund one custodian's legally due step by cutting the other's hours.

**Adding** to the difficulty is the fact that the **AFSCME union was also voted 3% starting July 1, 1995** (see salary packet, 4th page) and I do not think that we made allowances for this. So we are **SHORT** before we even begin, and it's too late to do anything about it. I'm hoping some people take vacations to make up the difference.

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<sup>1</sup> John Cronin gave eloquent testimony for keeping the fines on the floor of Town Meeting and received much support for it and the library in general, but no cigar.

## NOBLE NEWS

There have been lengthy and heated discussions regarding the establishment of a formula fee assessment rate instead of the current flat rate. A compromise of a percent cap or maximum growth rate may well come out of this. The cap proposal attempts to insure that the bottom line NOBLE assessment will grow no more than the CPI plus 2% for **basic services**. Other services, some of which we will be interested in such as the Kids' Catalog, BIP, etc. will be menued out and payable separately.

## SCANNER

We experienced much trouble with the recently purchased scanner, including seriously compromising the PC which we were using with it. After several repair efforts to the PC, which was initially thought to be the problem, we have returned the scanner and will probably receive a credit at Computer City. We may get a check back. Sometimes a bargain is not a bargain, and this was a generic bottom of the line affair. We need to be looking at scanners costing a bit more than this one did, I think.

## VACATION

I still have a week's vacation due for this fiscal year and am planning on taking the week before Memorial Day, May 22nd -26th. Memorial Day is the 29th. **Someone needs to be on hand to verify that part-time salary funds exist - or to distribute layoff notices by Friday of that week. A two week notice is required, I think**, and that date is two weeks to \$0.00 (I originally thought that this would be a GOOD week to take off - nothing pressing, etc. and made plans).

## LIBRARY WEEK

Some of the library week programs were sparsely attended, which doesn't take away from their worth. We had two excellent authors- Bill Craig and William Tapley, as well as a very good computer presentation. Both were immensely enjoyed by the staff, and have given us questions regarding several technology issues. (See Agenda- *Technology issues*) The amount of administrative time spent in planning, publicity, and so forth needs to be evaluated in light of the poor public attendance. Also, do we really need to have an event each day/night of Library week? My duties as President of Rotary may well naturally curtail next year's schedule.

## ROTARY INSTALLATION- JUNE 27th

They call it MAN night - Member Appreciation Night. It will most likely be at the Kernwood in Lynnfield. Can Hyde funds be used to pay for Trustees and maybe one or two staff members?

**SEE YOU AT THE BOARD MEETING TUESDAY, MAY 9TH**