

## DIRECTOR'S REPORT NOVEMBER 2001

Early fall has seen significant progress on several projects, as follows:

- ◆ The Children's Room carpet was straightened on November 2nd.
- ◆ Another handicapped ramp contractor has viewed the job and faxed an estimate, which will be available at the meeting.
- ◆ The full air quality report from the State Division of Occupational Safety has been received and the required responses are being prepared. Technical Services staff have moved back into the Technical Services/Periodical Room. Reorganization will take some time.
- ◆ Estimates of the number and types of materials to be catalogued under the NMRLS Retrospective Cataloging Project have been formulated. Decisions have been discussed and made between NMRLS, NOBLE and WPL as to methodology. (NOTE: WPL had applied for and received \$4,000.00 toward this project from NMRLS. NOBLE will be doing 95% of the cataloging and therefore receive the funds.)
- ◆ Two newer Canon copy machines have been provided by our vendor. One is for staff use only. Both are no cost to the library.

Part II of the annual State Aid application has been filed.

An application for brochure design funds has been submitted to the Winthrop Cultural Council.

### SUMMARY OF DEPT. HEAD MEETING

A lengthy department head meeting was held October 30th to discuss ongoing projects, recent developments, and web site assignments.

- Regarding the matter of department head attendance at Trustee meetings, some staff questioned the need for a regular appearance schedule, citing time constraints. It was decided to begin a trial run of department head attendance at Trustee meetings beginning in December with the Technical Services Librarian.
- The above-mentioned Retrospective Conversion Project and inventory were discussed.
- Maintenance of public PC's was discussed.
- Regarding the web site, it was noted that our use of the web development software *Microsoft FrontPage* supports the collaborative approach to site development and maintenance advocated by the Board. Tasks can be listed, prioritized and assigned within the program. The Circulation Librarian and the

Director attended a full-day *FrontPage* course at NMRLS on October 25th; the Administrative Assistant and Children's Librarian will attend the same program on January 23rd. Director Hill-Devine & Assistant Director/Reference Librarian Gutting said that Trustees wanted a "best use" recommendation for the unspent (and recently returned) part-time salary budget amount. Hill-Devine & Gutting said that giving extra hours to existing, or hiring new staff, to relieve the Children's Librarian & Circulation Librarian on a regular basis in order to free up their time for work on the web site would be their recommendation to the Board.

- The Children's Librarian reported that she is working out the details of a "Toddler Time" story program.
- Regarding the prioritizing of State Aid funds, department heads were asked to submit their own "wish lists" of items. Compiling the large individual lists submitted into one presentation was beyond the time available to management this month. It will be done for the December meeting.

The writer was asked, and has accepted, a request to serve on the High School Media Center's Five Year Plan Committee.

Please note that there are two holidays in November - Monday, November 12th for Veteran's Day on Sunday, the 11th, and Thanksgiving, which includes a half work day the day before (22nd).