

Director's Report

January 9, 2017

Personnel

- 10 Hour Page position posted December 27 –until filled.
- Moira Cavanagh sent out our first e-newsletter.
- All employees and Boards members need to take the bi-annual ethics training

Budget

- Level service budget for FY 18 is due January 11th. Sundays have been included
- For FY16 expenditures on target for most of the programs, except Equipment maintenance 92 % of this budget has already been spent

Programs

- Legislative Breakfast is being held at the Turner Free Library in Randolph. You may register for the breakfast at <https://ocln.org/breakfast>
- One Braintree One Book: The Muralist by Sharpiro The program kickoff begins March 20-April 30, 2017. The author has agreed to speak at the Thayer Public Library on April 30th. Small fee which can be paid out of State Aid.

Technology

- New database: Hoopla (see attached)
- Purchased 6 Virtual Reality Headsets
- Continuing with the computer replacement project. Ordered 5 new computers - FY16 computer replacement capital account.

Schedule of Library Bills Payable

Warrant 12/7/16	\$13,434.58
Warrant 12/1/16	\$ 8,727.61
Warrant 12/21/16	\$ 5876.20
Warrant 12/28/16	\$5,489.16
Warrant 1/4/17	\$ 5,904.46
Warrant 1/11/17	\$ 15,757.49

Building Update January 9, 2017

- **Again, there were problems with the HVAC system in December. There was no heat on the Main Level. PJ Kennedy came out and discovered a problem with the fan coils and the controls. They fixed the heating problem but the problems with the controls continue. The system seems to be functioning now, even though the heat is uneven throughout the building.**
- **There was also a leaking flue pipe over the AHU-2 unit. Kennedy came back and applied silicone and fixed this problem.**
- **The water fountain on the lower level has been fixed and is working properly.**
- **Varrasso Electric was out to change ballasts and light bulbs on the Main Level.**
- **The town has put out a RFQ for an interior design service for the Children's Room renovation. A mandatory site visit is scheduled for Wednesday, January 11, 2017 at 11:00 am.**

