

## ***Director's Report***

***February 13, 2017***

### **Personnel**

- Connie and Laurie have been interview for the 10 hour page position.
- Reminder that Trustees and staff need to take the Conflict of Interest Test. The link for the exam is <http://www.mass.gov/ethics/education-and-trainingresources/education-training-guidelines.html>
- John Smith will be back from vacation Thursday Feb 16<sup>th</sup>.

### **Building**

- Sunday hours will start on February 26<sup>th</sup> – May 7, 2017. New signs are being made from Signcentric.
- Internet policy needs to be updated and a Social Media policy needs to be developed. I hope to present an updated version at the March Trustee meeting.

### **Programs**

- Legislative Breakfast has been postponed until Friday February 17<sup>th</sup> and is being held at the Turner Free Library in Randolph. You may register for the breakfast at <https://ocln.org/breakfast>
- The Friends are going to support all programs for the One Braintree One Book. This year's title is The Muralist by Sharpiro. The program begins March 16-April 30, 2017.
- Friends would also like to replace the program room chairs and there was discussion about purchasing an electronic sign board
- OCLN Miles to Reach you campaign continues until Friday February 17<sup>th</sup> (Statistics attached)
- MBLC has sent out this year's agenda (see attachment)
- Thayer Public Library is participating in the MBLC /Bruins PJ Drive. (Flyer attached)
- Legislative Day at the State House is March 7<sup>th</sup>.

### **Schedule of Library Bills Payable**

Warrant 2/1/17	\$9,687.08
Warrant 2/8/17	\$ 13,907.21
Warrant 2/15/17	\$ 4,330.52

## Building Update February 13, 2017

- **Healthy Air installed the new unit on the roof and did some work in the boiler room. There is more to finish on the roof but they have to wait for better weather.**
- **P.J. Kennedy was called in twice. The first time, the upper level was overheating, which was the result of the Healthy Air workers shutting off the air flow system. This situation was resolved. The second issue is the lack of heat on the lower and middle levels. There was a freezstat that had been removed and needed to be reinstalled, but they weren't sure that was causing the problem. They cleared out the alarms on the computer and told Mark to monitor the situation.**
- **P.J. Kennedy has been awarded the HVAC controls bid. They should be in to upgrade the computer access soon. Until then the custodians cannot monitor the heat situation. Hopefully they can get the whole system in sync to work better.**
- **Still looking for solutions to the glue problem for the flooring in the lower level.**
- **Dan's Flooring will be in this week-end for maintenance on the floor in the Program Room.**
- **Officer Steve Wallace came in to discuss the live parking problem at the parking lot door. He suggested painting the curb – yellow or orange – and posting signs stating “no parking or standing at any time.” He also suggested that they be posted on the windows instead of a stand-alone sign. Mark will check in with DPW to see when this can be done.**
- **Varrasso Electric will be in to fix a circuit breaker on the upper level and to replace the missing lights on the stairs in the front of the building.**
- **The Interior Design bid for the Children's Room had to go out again because there were only two responses and by law we need to have three. We have done the mandatory walk through and had about 5 new companies express an interest.**

