

Director's Report

October 16, 2023

Personnel

- The all staff professional day was successful with workshops on Censorship, and novelist. The staff ended the afternoon with a practice fire drill and workshop on stress relief, team building and laughter games lead by Robert Rivest. I would like to thank Assistant Director Laurie Cavanaugh for all the time and effort she spent organizing the staff development day.



Robert Rivest

- Staff would like to thank the Trustees for the generous lunch provided by Fasano's (see correspondence)

Maintenance

- Dan's lawn Care returned to do a small clean up and seeding on the side lawn.

Programs /Outreach

- Childrens Librarian Elisabeth Strachan is at the South Shore Plaza this month to launch a story times series .
- Young Adult Librarian Courtney Trudeau is on the Teen Choice Awards Committee.
- Director, Terri Stano attended a webinar "Supportive Library Culture"
- First concert of the season was well received and the room was filled. I would like to thank Paul Agnew for all his help recommending and reserving quality performers. He brought a passion to any music event and will be greatly missed .



Technology

- 6 chrome books have been purchased through OCLN
- 2 AWE computers have been purchased for the Childrens Room. (see attached information).
- Technology committee is working with Cutlip (Creators of our website) to update and conduct periodic updates to our website
- Asst. Director Laurie Cavanaugh launched a new technology workshop *Reading magazines with Libby*

539

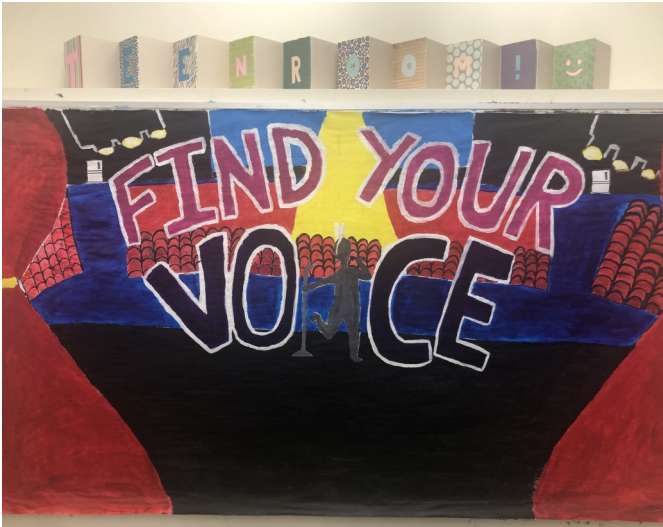
19,249

37

September — New items added to collection

Circulation Transactions

Total Programs offered



- **Teen Mural was featured in IREAD newsletter**
Teen Advisory Group Finds Their Voice!
Some of the teens from the Thayer Public Library's Teen Advisory Group designed and painted a "Find Your Voice!" themed mural for our Teen Room!

Courtney Trudeau, Young Adult Librarian
Thayer Public Library, Braintree, MA

Schedule of Library Bills Payable

Warrant	9/13/23	\$6,474.77
Warrant	9/27/23	\$25,255.33
Warrant	10/13/23	\$11,961.27



Robert Rivest & Staff

Thayer Public Library
Braintree, Massachusetts
FIRE EVACUATION Procedure

The Board of Trustees recognizes the necessity of preparing an emergency management plan and practicing it to ensure that the safety and health of library patrons and staff, as well as library property, is safeguarded in the event of a true emergency. The safety of patrons and staff at Thayer Public Library is of primary importance. In situations where the building must be evacuated, staff should remain calm while assisting patrons outside of the library.

REPORTING PROCEDURE

In any emergency, police, fire, and medical personnel all respond to **911**. To get an emergency dispatch operator, the caller **MUST** dial **911**

- Whenever fire or smoke is discovered inside or in the immediate vicinity of the building, pull the fire alarm and clear the building at once.
- Always report a fire before trying to extinguish
- Always maintain a means of escape when attempting to extinguish a fire
- Never attempt to extinguish a large fire

EVACUATION PROCEDURE

As the fire alarms sounds, clear patrons from the building immediately. This includes restrooms, meeting rooms and any other areas where the public and staff may be. Staff will clear the Departments they are working in directing patrons to the nearest exits to them. Once the staff is certain no patrons remain in their department, they may leave the building.

Use the nearest stairways and exits. Do not use the elevators.

Leave personal items and library materials & equipment behind.

Please be aware of patrons and staff with disabilities. If a patron or staff member is unable to take the stairs in an emergency, as a temporary solution he/she should be directed to the stairway in each part of the building. The fire department should be alerted to the situation.

Report any refusals to evacuate the building, and their location, to fire or police officials immediately. Do not attempt to coerce uncooperative individuals.

Recognize that hearing impaired patrons may be unable to hear an alarm.

MEETING PLACE

All staff will meet in the grassy area in the back parking lot near Friends Garage. Attendance will be taken. Advise fire or police if someone needs special assistance.

Re-enter the building only with permission from the fire or police. When declared it is safe to go back into the building staff should return to their prior work areas and resume work.

LOCATION OF FIRE ALARM PULLS

Lower Level

- inside entrance to the Reference Department
- Outside YA room near staircase
- On wall before Friends book sale area

Middle Level

- Inside Washington Street entrance
- Outside wall of Reading Room
- Inside parking lot entrance (near elevator)
- Inside wall to the right of the stairs to the lower level (near circulation desk)
- Inside entrance wall in the Furnace room
- Upstairs inside regular (new, south side) entrance door

Upper Level

- Inside wall entrance hallway (near elevator)
- Inside entrance to Children's Department
- Wall by Fire Exit only door

LOCATION OF FIRE EXTINGUISHERS

Lower Level

- Outside YA room near staircase
- Inside entrance to Children's Department
- Wall by Fire Exit only door

Middle Level

- Inside entrance wall in the Furnace room

Upper Level

- Inside entrance to Children's Department
- Wall by storage closet (rear of the building)

IMPORTANT TELEPHONE NUMBERS

Fire (Braintree Fire Station): **911 (Business) 781-848-3601**

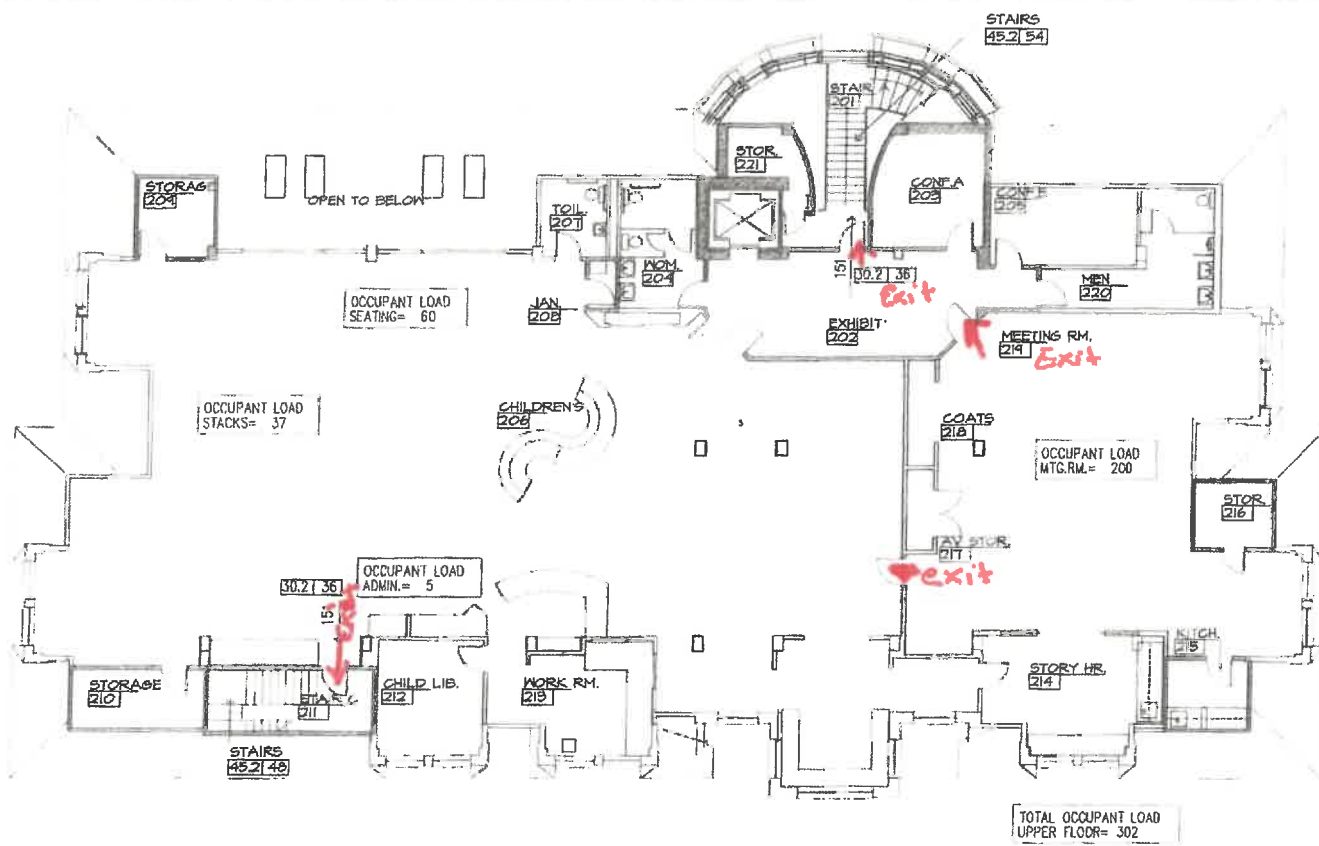
Police: **911 (Business 781-848-1212)**

Highway Department: 781-794-8254 -- Facilities Mike McGourty 339-235-3638 (cell)

Library Director: 339-235-5106 (Terri Stano – cell)

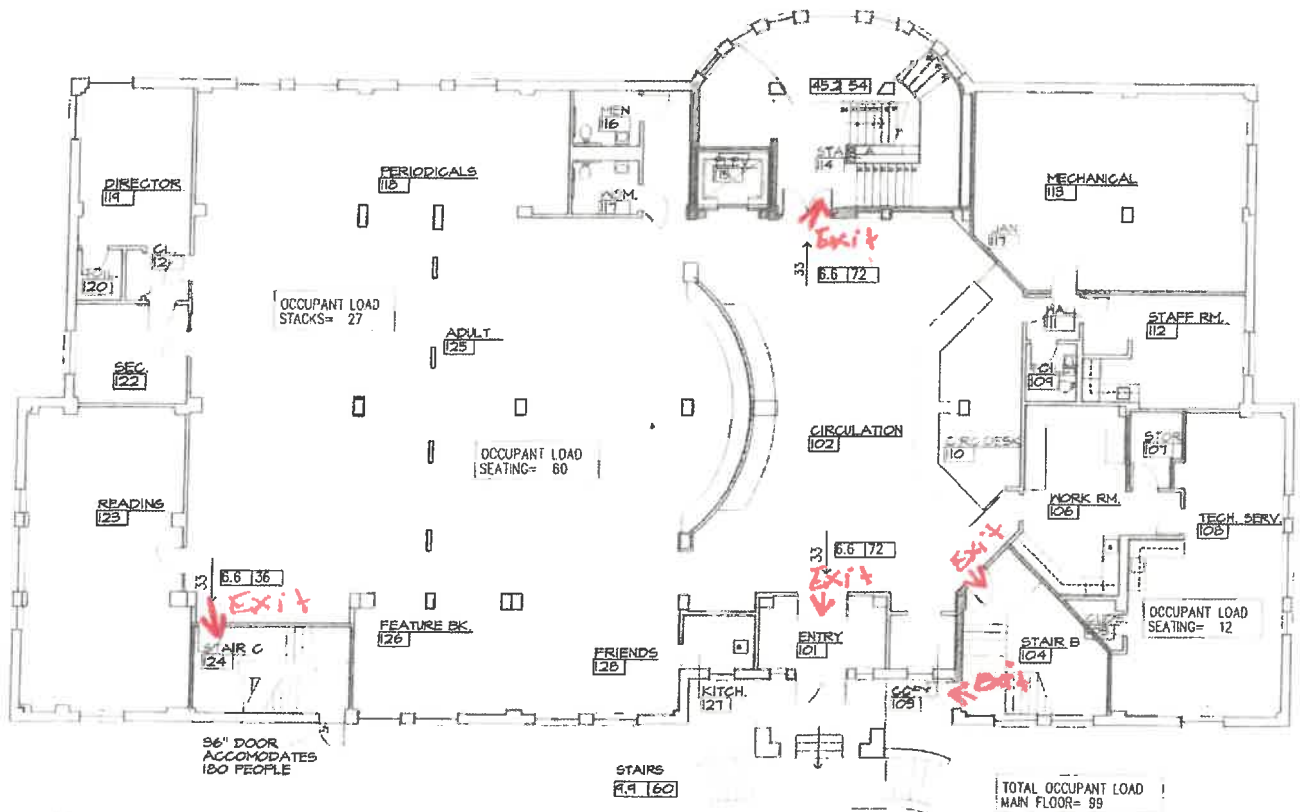
Assistant Library Director 774-240-0066

Board of Trustees Chair: 781-356-5846 (Jeff Kunz - home)



UPPER LEVEL PLAN

GSF: 8900



MAIN LEVEL

GSF: 10,773

TOTAL OCCUPANT LOAD
MAIN FLOOR= 99