

December 2016 Director's Report

❖ Staff

- I spent quite a bit of time ordering items and talking to repair people, tracking our budget closely so we can zero it out on January 3, 2017. I did not want to get to that date and have to frantically start asking vendors for invoices.
- I prepared documents to hand out at the last Selectmen's meeting about our budget. There were very few questions. When Emily was done with her presentation, they said she had done a very good job with the budget.
- Jorge Mesa Tejada was in the library recently and made a point to tell me that the Library was doing a great job with our budget and the Budget Committee really appreciated all the hard work we were putting into it.

❖ Building

- The carpet project was completely finished on December 16th. They had cove base to install and to replace a few tiles with solid color ones in the children's area.
- New blinds have been ordered for the entire building. The children's area 3 windows will have roller shades with circles on them to compliment the colored squares in the carpet. The rest of the first floor will have matching roller shades in a light yellow color. The meeting room will have blackout cellular shades that will be remote controlled all at the same time. The rest of the second floor will have roller shades that match. All without cords.
- While measuring for the blinds I discovered that there were some issues with the windows. There are leaks, rotten sills and areas around all windows, especially the second floor, need to be caulked. Bob has taken on this task and will install the shades when he's done repairing the windows.
- There are still a couple of places where we have leaks that will need to be addressed.
- The thrift shop back and side wall had waterproofing installed. There is now drainage and a sump pump in that room. They also repaired a leak on the front of the building around the beam.
- An industrial dehumidifier has been installed in the book storage room. The previous one was not strong enough and there is mold growing along the back wall of that room and on some of the books. I haven't discovered if it is growing anywhere else. The new dehumidifier should prevent further growth but in 2017 we will need to remove the mold that is there. It's the black kind that can be toxic. It needs to be tested to determine what kind it is before removal can begin.
- The oil tanks were replaced on December 19th.

- Bob installed the new parts for the automatic door opener. The outside door wasn't always opening and the inside pad to press was not working properly. So both those items were replaced.
- The interior entry way doors were repaired with new hinges so they open much easier.

❖ Miscellaneous

- A new book display is on order and paid for with the donations in memory of Margaret Noonan. There will be a little plaque on it stating as much.
- Some new signs have been ordered for around the building. All the signage will match. It is mostly directional types of things. Thrift Shop, returns, new books, etc...
- A new sign with the library hours for the front of the building is in progress and should be installed this week.