

February 2019 Director's Report

❖ Personnel

- Town Forum was a success. We heard from a number of people who were happy with the results.
- Preparation for Deliberative Session took a fair amount of time.
- Staff members worked on handouts and publicity for new products Hoopla and Creative Bug.
- Rosemary Krol attended the Town Department Heads meeting. Gary Thornton was there and described the process of evaluating position descriptions in town. The towns they are sending the salary survey out to were discussed. A questionnaire was handed out that all employees are asked to fill out. This will be discussed at the February Board meeting.
- Rosemary Krol researched Memorandum of Understanding between NH Libraries and Select Boards. Samples attached for review.

❖ Building

- Workroom renovation complete as far as construction. All staff members are so happy with it. A new desk has been ordered for the Youth Services Librarian so she can move out into the Children's area. Expected arrival is about one month. Then we will complete the workroom renovation.
- Rosemary Krol started working on the items suggested in the energy audit. We started with the small items like air diverters for the second floor and getting film put on the remaining large windows. April 3, 2019 is the scheduled date that the insulation company is coming to do quotes on those suggestions. There are rebates available so we are also looking into that.
- We will start putting together a letter to the Selectmen explaining what we propose to do on the north side of the building and why we need their help.