

January 2019 Director's Report

❖ Personnel

- Everything is set for the Town Forum. Thanks to Kate Thomas, we found someone to be there to register voters.
- The budget preparation took up a considerable amount of time.
- Seven staff members attended a 3-hour training session learning how to use the acquisitions module of Atrium. It's not completely in use because we're still working with our book vendors to set up some of the processes.
- Starting to use the Acquisitions module has brought up issues with our cataloging procedures so we are also revising these.
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❖ Building

- Workroom renovation continues. We are pretty close to complete and hopefully will be all done by the next meeting.
- The tank inspection report has arrived. The only problem that seem to crop up was that it needs a sign on the outside saying it is a confined space. A sign has been ordered. The inspection company recommended the tank be inspected every year. Deputy Fire Chief Will Warnock has been send a copy of the inspection and said it only needs to be done every 5 years.
- One of the pumps for the sprinkler system was malfunctioning but has been repaired.
- The next items to be dealt with are the results of energy audit and the envelope of the building. We will start putting together ways to address these issues.
- 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.