

March 2019 Director's Report

❖ Personnel

- Rosemary Krol, Merrily Samuels, Stephanie Spyvee, Marilyn Moran, Emily Wentworth and Kate Thomas all spent time at the polls talking to residents about the library and signing up people for library cards.
- Rosemary Krol, Janet Arden, Marcia Strykowski, Marilyn Moran and Merrily Samuels attended a training program at the Manchester Library conducted by Ryan J. Dowd, author of *The Librarian's Guide to Homelessness*. It was training on how to reduce problems/conflict AND be inclusive.
- Rosemary Krol wrote a draft Memorandum of Understanding which will be discussed at the meeting on Tuesday.
- Stephanie Spyvee created a poster for the library to use at remote locations promoting our 'digital branch'. It highlights all the online options available to library users.
- Two new services we rolled out are Hoopla and Creative Bug.
- Rosemary Krol prepared all the payroll change forms for the COLA.
- Kate Thomas worked with CNS to install and setup our new server. All the staff machines are using it and the public machines will be on it as of 3/20/19.

❖ Building

- New lights have been installed at the front door. The lighting is 100% better than before. When the electrician took out the two ceiling lights that never worked, he said they would have stopped working as soon as the lightbulb had been placed in them because it was the wrong type of lightbulb. Those two lights have never worked since I've been working here.
- The fire alarm system was inspected and some batteries needed to be replaced but everything else is in working order.
- The 'enclosed space' sign had been attached to the entrance to the tank.
- Everyone loves the new workroom. It is so much better to work in and also well organized.
- New signs were added to the entrance asking people not to leave donations outside or in the book drop.