

Hopkinton Town Library
REPORT FROM LIBRARY DIRECTOR
January 23, 2018

Staff: I have completed approximately half of my staff reviews and we have established goals for the coming year. Part-time reference librarian Kevin French gave notice in early January because of competing family responsibilities. He had been hired for his technology skills. He has made clear that Karen and I can still call on him with questions. I have been able to fill all of his weekend hours with existing part-time reference staff, so he will not be replaced. (Goal Two 1c)

2017 Year in Review: Overall 2017 was a year of many strengths, though some of them involved dealing with adversity. Some highlights in no particular order:

- Server Crash. We survived a ransomware attack. Moved email to the cloud and online catalog now being hosted by Infovision offsite. Better systems re passwords etc established.
- Carpet installed in Community Room. Overall the building looks good.
- Outside Garden and Drip Edge improved with support from Friends group.
- Many sections of sprinkler pipe replaced. System is still holding strong with regular maintenance.
- Completed long range plan which continues to inform ongoing work.
- Strong set of public programs for young people and adults. Particularly strong Hopkinton READS series with “Over There Over Here” a regional partnership with historical societies commemorating WWI.
- Amenities added in library including seating/storage in children’s craft room with foundation support and shelving with support from family of Thelma Mitchell.
- Staff continues to be great asset to library showing strong level of commitment.
- Online resources being promoted including downloadable books, online magazines, courses and foreign language learning.
- Made progress vis a vis improvements to front of library. Hoyle Tanner Engineers completed a study with recommendations. Addition of chain blocking off steps in winter months.

Challenges:

- Circulation continues to go down slowly. Need a strategy to counteract. More downloadable content?
- Revise Technology Plan.
- Create a building maintenance plan to be sure we stay on top of issues with HVAC and sprinklers and regular maintenance. Fix area in community room ceiling that continues to leak.
- Determine next steps vis a vis improvements to front of the library including fixing steps and adding/improving parking. Do this in context of overall Houston Park renovation plans.
- Maintain staff and trustee commitment to the work.
- Continue to be a community partner.

Programs: Due to a lack of interest we cancelled the late December “Music Trivia Challenge.” We held two successful painting workshops, one for adults and one for families with Elaine Emerson. These programs are among the most popular that the library offers. The Friends Winter Family Series included the family painting program, as well as an author visit. We sponsored another ARC Blood Drive on January 22nd with registration by HTL volunteers.

Upcoming Programs/Events:

- AARP Tax Preparation: Tuesday and Wednesday February through April 15th.
- Introducing “Instant Pot” with Liz Durant. Sunday February 11th 1-2:30.
- Celebrating Charles Darwin with Dan Dustin. Sunday February 18th 4pm

- Film Showing “Alice’s Ordinary People” with discussion by filmmaker Craig Dudnick. Friday March 2nd 7pm Warner Town Hall. Co-sponsored with Pillsbury Library Warner and Warner Historical Society.
- Strengthening your Stress Resilience with Betsy Black. Tuesday March 27th 7-8:30.

Goal One 4a and 4b.

Building: As in previous years, we had a leak in the Community Room ceiling during the warm weather in early January. I had people from ENE, which works on our HVAC issues and Hampshire Fire look into the leak and it appears that it is neither sprinkler or HVAC pipes. Once again, it seems to be from melting snow that has blown in through the gable end. Colby, our roofer, came to check it out and says that it is not the roof. We need a solution to this ongoing challenge. The porch door on the Slusser end of the building blew off its hinges. This has happened repeatedly. We need to invest in a more heavy duty door.

HVAC: We have been using the radiant heat flooring more this year because of frigid temperatures and have also, at the recommendation of ENE, been keeping the building in “occupied” mode on the sub zero nights. A valve in the system that runs the floor is broken, causing a persistent loud noise. The part will be installed on 1/25. We will monitor fuel and electricity bills.

Community Relations: We have been asked to update the section on the Hopkinton Town Library for the Regional Planning Commission’s Master Plan. Copies of previous plans will be distributed at the meeting. We are co-sponsoring the showing of a film “Alice’s Ordinary People” about the civil rights movement with the library and historical society in Warner. It will be shown at the Warner Town Hall.

Goal 2 1j and k.

Respectfully submitted, Donna Dunlop