

Hopkinton Town Library
REPORT FROM LIBRARY DIRECTOR

May 16, 2017

Staff: Staff have reviewed the draft long range plan and have given some helpful feedback. Some tweaking and clarification is needed, but no major changes. I am looking to hire a person who can act as a substitute on the circulation staff. Goal 2. 1h

Library Services: We are back up and running with library computer services. Our online catalog “Evolve” and outlook mail are now both “in the cloud.” A new server has been installed and all services have been restored. New password protocols have been established and we will be changing them every 90 days. We have recaptured much of our lost data (e.g. on books checked out), but this is still a work in progress and some information e.g. emails and documents were permanently lost. I am in discussion with Primex, our insurance company and Computech to determine which charges may be covered. Goal 1. 3a; Goal 2 1b

Programs: We had 65 people at *The Buzz about Bees with Martin Marklin* and over 100 at the Mr. Aaron Family concert on May 12th. We are still grappling with how to manage crowds in the community room and I have spoken with Jeff Yale, Fire Chief about our challenges. He confirms our capacity guidelines at sixty seated and 120 standing. Our compromise at the concert was to put up only 25 chairs, with the balance (many in laps) seated on the floor or standing. We are considering the following ways to manage crowds (each of these has a downside-e.g. staff time and patron dissatisfaction and risk):

- Take reservations and provide tickets in advance
- Use online reservation programs e.g. Eventbrite
- Be sure that a six foot gap is maintained between rows of seats (consider tape on the floor to delineate)
- Include language in all program announcements that we have limited seating and that when we reach a certain capacity we will need to shut the doors.
- Be proactive about moving to a larger venue if we anticipate a large crowd (Slusser or HS Auditorium). This should be done before the date of the event.

Upcoming Programs include:

- *Annual Friends of the Library Book Sale* Saturday June 24th 9-3pm (Opening Reception for Friends members on Friday June 23rd at 6pm; Bag Sale Sunday 12-2)
- *Summer Reading Program* Begins Tuesday June 27th
- *Hiking in New Zealand with Patrice and Justin LaVigne* Tuesday June 27th 6:30 pm
- *Music of WWI with TJ Wheeler.* (Sunday August 27th 4pm) Part of the regional “Over There Over Here” initiative commemorating the “Great War.”

Voting has begun for the next Hopkinton READS title—with a WWI theme. Goal One 4a; Goal 2. 2d; Goal 2 2c

Building: Key areas:

- Hampshire Fire will be replacing ceiling tiles and escutcheons and testing our system in the weeks ahead. We are waiting for the special order of ceiling tile.
- Hoyle, Tanner and Associates, the engineers that the town uses, has come up with a proposal for site improvements for the front of the library with a particular focus on improving our handicapped parking and improving the parking in front of the library in general. The board needs to decide if we want to proceed with the development of this scoping and conceptual work estimated at \$5,993. This project was in last year's CIP request but without a figure attached.
- Ron Finlayson is putting together a proposal for rebuilding the steps and wall in front of the library. It has still not been received.

Goal 2 1a, 1b 1g

Strategic Plan: I have added reference to the strategic plan in my Director's report. This is a work in progress. The goal as we move forward will be to see all elements of our work through the lens of the plan. Goal 2. 1k

Community Relations: I have been attending regular meetings with Recreation Director Paula Simpkins, Neal Cass, and Greg Roberts from Buildings and Grounds to discuss plans for Houston Park overall, including roads and parking. Goal 2; 1j

Respectfully submitted
Donna Dunlop