

# The Holmes Public Library

470 Plymouth Street

Halifax, MA 02338

Directors Report

April 2010

**Volunteer/Staff Appreciation Day:** The Friends hosted a beautiful event for the Staff, Trustees and volunteers. Unfortunately, the weather was miserable, but attendance was still good. The cake and food were delicious. Everyone enjoyed the selection and presentation of the books. Amy added a page to the web-site to publicize the event further. We have a ready-made display of the history of the Friends of the Holmes. I would like to suggest that we set up this display in December and host a special early December meeting in which the Trustees and Staff honor the Friends. Last fall, we held a joint meeting with the Friends, and a social gathering thanking the Friends would be a very nice addition.

**Planning (Construction):** Jean and I attended the State Public Construction Program Workshop on March 11. We learned several new items which I'd call good news. The Construction regulations have been revised and the grant will pay a **minimum** of 60% of the first \$3 million. In terms of qualifying to write an application, we will need to write a building program this summer and hire an architect to do the schematics, but at this phase, **we may use a volunteer or town employee as our project manager** creating a substantial savings. In addition, the timing may bring us in-line at a period when the Finance Committee believes the Town will have funds available (because of debt being paid off). A lot more research and discussion is still needed, however. Right now, all Trustees are encouraged to visit other recently constructed/renovated public libraries to see what is possible. We might even consider a field trip this summer or late spring.

**Planning (Long-Range):** Attached is a packet to help us begin the planning process. At tonight's meeting, we need to finalize the list of people to invite as members of the planning committee, set the possible dates for the meetings, and select a chair and facilitator. With that, we can begin to make telephone calls, post meetings and send out publicity.

**Budget:** The Finance Committee has approved our budget and has added step raises to the final figure. With the step raises, our certification gap has fallen from \$7735 to \$1892 which we could make with just the copier revolving fund. As a result, I'd like to propose that the Trustees revise their Town Meetings articles to just the one request for the Copier Revolving Fund.

**Programming:** The Library is becoming increasingly busy. We are seeing the meeting room being scheduled more heavily. This will only continue as Marie completes her plans for the Summer Reading Program—Going Green! I attended the Digital Commonwealth Conference in Worcester and am hoping to write a small digital project grant in May 2011. I'm looking forward to meeting with the Museum Board to discuss the idea. The Police Chief is keeping us updated on the FEMA response to the flooding. Our web-site and bulletin board has information for residents to apply for assistance.

**Sandra LaCivita Children's Gift Fund:** We have received \$1,090 so far in memory of Sandra LaCivita. Sandra was a dedicated community volunteer. Attached is a staff recommendation for creating a puppet theater and on-going puppetry program for children. The proposal is based on conversations with Mr. James LaCivita, Sandra's husband.

**Staffing Reorganization:** I am requesting that the Trustees change the job description of the Associate Librarian/Adult Services Librarian to Assistant Director/Adult Services Librarian. Attached is my rationale as well as a revised job description. Over the next year, I would like to complete the review of the Staff's job descriptions.