

Holmes Public Library

Director's Report

June 2012

Miss Marie has almost completed booking all her performers for Summer Reading. This year's Summer Reading "Dream Big" kick-off will be on Friday, June 22nd. It should be a lot of fun. The Friends held their Annual Book Sale last weekend. The participation from the Friends was very strong this year. Though a very rainy day, receipts were close to last year—and the bake sale did very well indeed! Our thanks to all those who helped with this very important fundraiser. Local Scout Leader Jeff Boltz would like to have his cub scouts help weed the Reading Garden this summer.

Last week, the Library hosted a Retirement Party for COA Art/Painting instructor Alice Dolan. More than 40 people attended this luncheon, and Selectman Kim Roy presented Alice, surrounded by her students and the display with their works of art, with a Certificate of Appreciation. Everyone wished Alice well and expressed their deep gratitude. The planning committee for the Mass Memories Road Show has scheduled a meeting for Thursday, June 21 at 10 AM at Town Hall. I encourage any Trustee who has a free hour to come to this. Each of us are charged with bringing a couple of people who have interesting items to scan.

The SAILS digital library site is now live <http://sailsinc.omeka.net/>. Halifax items will be stored there (and on the Internet Archive depending on the file types). The Library also has a new web-page listing all the Halifax digital resources <http://www.holmespubliclibrary.org/HalifaxHistory.html>. In addition, Amy is working on new pages for the Children's and Young Adults, and SAILS is fairly confident that they have found a low-cost solution for their members when they need to upgrade their web-sites.

As part of this month's packet, you will find a draft Staff Manual. The Table of Contents lists all the Trustees' policies with the effective date. This should be a good tool for the Trustees to use as they update and add policies over the coming years. In addition, please review the Trustees contact sheet, and I will prepare a final version.

As you know, I have submitted my resignation effective the end of my contract date, June 30th. I am working with the Library staff to make sure that all our bases are covered during the transition. It has been a great pleasure for me to work with this remarkable staff, the Trustees, and especially the citizens of Halifax. I have learned a great deal. I wish the Trustees the best in their search for a Library Director and am available if need be to advise on the process. In preparing for the next Fiscal year, please review and approve the Authorization forms so that Library Staff can efficiently prepare vouchers for payroll and invoices.

As Wage & Personnel required, Charlie has posted the Library Director Assistant position. The closing date is June 12th, so I should have a report at the Trustees Meeting. In terms of the time between July 1st and the hiring of a new library director, Town Accountant Sandy Nolan recommends that the Trustees appoint an Interim Library Director. Although the Board of Library Commissioners may have additional requirements, this is primarily an accounting matter: It will allow the Library to pay the Interim Director's salary from the Library Director's account eliminating the possibility that the Library's primary Wages account falls short of funds when additional staff hours are paid from the Wages account to cover in the absence of the Library Director. Sandy recommends the Interim Director be paid at the Grade 8, Step 3 level, which is the same as that of the Library Director Assistant at Grade 7, Step 5. Sandy says that the Trustees are the appointing authority so the Trustees should proceed with this recommendation which will then be sent to Wage & Personnel for approval.

Respectfully Submitted,
Debra DeJonker-Berry,
Library Director

