



Town of Tewksbury
Tewksbury Public Library

300 Chandler Street
Tewksbury, Massachusetts 01876
978.640.4490

Diane H.C. Giarrusso
Library Director

Director's Report

To: Board of Trustees
From: Diane Giarrusso, Library Director
Date: November 18, 2014

Facilities/Grounds

- The trees along the building and in the parking lot were pruned and the grounds look much better.
- Since we had to wait to get started until after Special Town Meeting, we have decided to **postpone the parking lot work** until the spring.
- We are ordering a **server for the Library Network** in order to better secure our files and provide more space for daily backups. A few of the public computers are being re-deployed as “servers” for specific software programs that we use to manage anti-virus and updating software as well as those which automate some patron services such as computer reservations and printing.
- Facilities Manager Joe Fiumara and I are putting together a **Facility Capital Plan** for submission to the Trustees, the Town Manager and the Finance Committee. I welcome your assistance as we move forward.
- In addition, I am recommending to the Town Manager that the Town **contracts for Parking Lot Maintenance and for Landscaping for all municipal facilities**. The Library, Police, Senior Center, and Fire Departments all need these services currently, and Town Hall will need them once they re-open. We are each contracting out for one or both of these services, and there is very little consistency in time frame or specifications or ability to pay. In general, the existing Town contracts are providing efficient expenditures of staff time and money. Adding these two others would bring a similar result, I think.
- Technology Specialist Joyce Salvato and I are putting together a **Technology Plan** with an inventory and recommendations for a replacement schedule.
- Reminder: the **Opening Gala for the Festival of Trees** will be Friday, December 5th from 6-8:30pm.
- Reminder: the **Holiday Celebration and Town Tree Lighting Event** is scheduled for Sunday, December 7th.
 - The format is more modest this year and shorter in duration. The event is scheduled from 2-5pm and will include a balloon artist, face painting, a magician and pictures with Santa inside the Library with staggered times. There will be a DJ, foods, and activities in the parking lot as well.
 - The process with the Public Events and Celebrations Committee has been a bit easier this year. I think that the feedback given to them by Mrs. Impink, Officer Jennie Welch, and me at the wrap up meeting last year had some positive effect on the plans this year.
 - To provide extra help—and authority—inside the Library, I've asked Children's Librarian Noelle Boc to assist Facilities Manager, Joe Fiumara and I, along with a few experienced Library volunteers to work the event to ensure smooth foot traffic and assistance inside the Library.



Town of Tewksbury
Tewksbury Public Library

300 Chandler Street
Tewksbury, Massachusetts 01876
978.640.4490

Diane H.C. Giarrusso
Library Director

- Santa will count down the tree lighting this year and should be a much more festive tree lighting event.

Policy/Services

- I will provide a draft of the newest Long Range Plan at the December meeting. (Still working on Goals)
- I am still interviewing for the two Library Clerical Assistant positions. I hope to have them filled by the middle of December.
- I am preparing the FY16 budget to include a full time Teen Librarian and additional funding for materials. Town Departments have not received the budget message from the Town Manager, but I expect it in the next week or so.

Encl. Statistics
Security Camera and Surveillance Policy—Draft
Mediated Interlibrary Loan—Revision
Internet Access and Library Network Use—Revision