



*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: June 9, 2015**

**Facilities/Grounds**

- **Parking Lot:** Was sealed and restriped during the weekend of June 5-7, 2015.
- **HVAC Pumps:** Although, we are still waiting for an invoice for the work done in May, we will likely have enough money left in the utilities account to pay for the work. I don't anticipate using Fairgrieve funds for this invoice.

**Policy/Services**

- **Executive Secretary:** With the assistance of Mary and Teresa Belanger (HR at Town Hall), I recommended hiring **Jeannine Briley** as our new Executive Secretary. Jeannine has been a Library Clerical Assistant since 2011, knows how the library works, has a financial background and provides great customer service. She and Mary have started training, and until a new LCA is hired (the position is posted until 6/11/15) will spend part of her time at the Front Desk or in Children's depending where we need her.
- **Teen Librarian:** I will start interviewing candidates for this position over the next two weeks. We have some strong applicants and I'm confident that one will suit our needs.
- **Local History Room:** Attached are the current "rules" I translated that into a policy and procedure document. We are having an issue with a patron who refuses to sign in before using the room that I wish to discuss with you. I did contact Town Counsel and it is legal to require government identification and registration before using the LH Room.
- Additionally, we need to revisit the **Memorandum of Agreement** with the Tewksbury Historical Society, and I would like to do that this fall after a small subcommittee of Trustees and I can meet this summer to go over the history of the MOA and consider what updates should be made.
- Have a wonderful summer and I look forward to meeting again next fall!