

1. Project Updates:

- a. Financial:
 - i. Will have final budget numbers after Town Meeting (3/13). Update re: library budget proposal.
 - ii. Acquisitions module lets all orderers track their own budgets & simplifies QuickBooks tasks.
- b. Events/Programs:
 - i. Early discussions with programming staff re: Corona Virus. Two presenters have cancelled.
 - ii. Voter Information Night, 3/3: very successful. Recording available online.
 - iii. Tech Help in Senior Room coming up on 3/24.
 - iv. AARP tax aide program is drawing lots of people. It's a great service to have in the library.
 - v. Sam is leading efforts to plan activities and events for National Library Week.
- c. Staff:
 - i. Sam received a \$300 grant through ALA for "ready-to-code" programming. This is the third grant she has gotten for STEAM programs.
 - ii. Personnel management: One-on-one & senior staff meetings monthly.
 - iii. Public Library Association conference: Some programs - strategic planning; library space designed by staff; community leadership engagement; organization culture & service principles; e-resource promotion; boost circulation; data visualization; recruiting trustees; challenging patron behaviors (and staff safety); hiring. I worked reviewing resumes in the career center.
- d. Technology & Equipment:
 - i. VOIP telephone system will be live "someday." Staff training took place 3/10. Tricia has been vital in creating resources for staff.
 - ii. Researching replacement computers for teen room. Last circ computer gets upgrade by 3/31.
 - iii. Installing iPad catalog station in children's room.
 - iv. Investigating self-checkout options, online STEM resources (potential products from PLA).
- e. Policies/Procedures:
 - i. New policies under consideration: Bedbugs (or infestation, or pest), Pandemic/epidemic.
 - ii. Telephone procedures changing in new VOIP system.
- f. Collections:
 - i. E-subscriptions: Adding Acorn TV, Great Courses, and IndieFlix through RB Digital.
 - ii. Reviewing online STEM platform (saw at conference).
- g. Time & Space management:
 - i. Would like to engage coach in 2020 to work on delegation, work flow, prioritization, etc.
 - ii. Meeting and quiet space gets more challenging as time goes on. Increasing competition for spaces w/o appropriate alternatives. Several ideas gathered at PLA to be added to our brainstorming.

2. Scheduled Happenings: [where director will be!]

- a. 3/12: Film scanner instruction.
- b. 3/13: Town Meeting.
- c. 3/18: Monthly meeting w Asst Director.
- d. 3/20: NELA Executive Board.
- e. 3/23: Select Board meeting – Library update.
- f. 3/24: Tech help in Senior Community Room.
- g. 4/1: Senior staff meeting.
- h. 4/7: Town core group meeting.
- i. 4/17: NELA Admin Committee.

Feb 2020

Total (trad.+digital) circ: 5,112 (-18%)
Traditional circ: 3,919 (-19%)
Digital circ: 1,193 (-2%), 23% of total