

Library Director's Report for HPL August 12, 2014 Board of Trustees Meeting

Update on Building Project/ Work with Architects

Our staff committee has been reviewing the construction documents. We have had a thorough review of the demolition plan, the floor plan, the lighting, finishing materials, and we are moving to electrical and data drops next week. Sharon Parker has attended our meetings and been a great help with leading review of these plans and making suggestions for improvement. We will meet with the architect and engineer on Aug. 19 for a half day meeting to go over our questions and suggestions for final review. Our staff committee of Kathy Metrick, Jordan Bilodeau, Pam Alles, Eric Zino, and me has worked very hard on this project and I commend all of the members for their super contributions at this busiest time of the year.

In the meantime, we have reached agreement with Sharon Parker to do the interiors work. The Building Committee is reviewing her proposal for service. I already reviewed it before forwarding it to the Building Committee. The Building Committee will almost certainly be making a recommendation at the meeting to accept the proposal. Legal review of this proposal has not been recommended at this time.

Likewise the floor loads have been determined to be acceptable for the library furnishings at the proposed alternate site for service. The Building Committee has reviewed the agreement for service at the site and will be making a recommendation about the site at the meeting. Insurance issues have been discussed and we are on target to reach agreement soon. The alternate site folks are reviewing the agreement for approval, too.

Borough Administrator Sharon McCullough sent a communication to the Building Committee about the timetable for this project. She anticipates requesting a bond ordinance for the project at the Aug. 19 Borough meeting. She anticipates adopting the ordinance at the first meeting in Sept, which would authorize going out to bid for construction. Bids would be received in mid October with potential award on Oct. 28. She is working on the agreement between the Library Board and the Commissioners on responsibilities for payment for the project. She anticipates that the agreement will be ready by the end of August. She also notes that Anthony Iovino's firm will be overseeing contract management. There will be meetings that will include representation of both the Borough and the Library Board/ staff. She also directed us to have our input to Anthony Iovino this month, which we have been working on and will meet this deadline. The Board's review still has to be determined but Gene Kain has been invited to our meeting with the architect and engineers on Aug. 19.

Lawyer's Professional Services

We have come to terms on the agreement with the attorney Karen Cayci to represent the board. Due to vacations, the final agreement is just now being finalized. We will be set next week for legal review according to the Board's requests.

NJLTA Conference

The NJ Trustees Conference is Sept. 13 and registration is due on Sept. 2. Here is the link for the conference.

<http://www.njstatelib.org/event/trustee-institute-september-13-2014/> Please review it to see if you wish to attend.

As per our past requests, it would be better if the library registers our trustees as the State Library pays for one trustee and if others attend, the library will pay for this continuing education. Let me know at our meeting on Tuesday if you would like to attend and we will make the arrangements.

Eric Zino is Here

Eric Zino began his duties as Circulation Manager on Aug. 4 and he has completed his first week quite satisfactorily. We are looking forward to Eric being here as a key team member of our staff.

Summer Reading

Jordan has had a banner year with summer reading. Almost every program has been full and feedback from the public has been very positive. She has done a wonderful job with the new and exciting science programs with help from Joan Morrison and all the staff.

As our last meeting was 2 weeks ago, I am not submitting the statistics this month and you will have them in Sept. for July and August.

Respectfully Submitted,

Susan Briant

Library Director on Aug. 8