

### Meetings Attended, Events at the Library and in the Community

- July 3- Dept. heads staff meeting from 1:30- 2:30 pm
- July 4- Library closed for Independence Day
- July 8- eBooks @ your library class from 6-7 pm (Pure)- 1 attended
- July 10- Meeting with Sharon Parker from 11:30- 12:15 pm (Briant)
- July 15- Library Building Committee visited Grace Church at 2 pm (Kain, Hallahan, Eklund, and Briant met with Al Schmidt.)
- July 16- Learn a Language computer class from 11-12 on (Pure) - 1 attended.
- July 21- Library adult book group from 7-8 pm (Metrick) - 8 attended.
- July 22- Library Board of Trustees meeting at 8 am- 7 attended.
- July 23- Morningstar Computer class from 11-12 pm (Pure) - 0 attended.
- July 24- Teen Craft Night- Make a Journal from 6:30-7:30 pm (Coonelly)- 7 attended
- July 29- Parker site visit for interiors work from 1:30- 4:30 pm
- July 30- Ancestry computer class from 11-12 pm (Pure) - 2 attended.
- July 31- Teen Craft Night- Tie Dye a Tee Shirt from 6:30-7:30 pm (Coonelly) - 3 attended.
- Aug. 1- Staff construction committee from 12-3 pm (Alles, Bilodeau, Briant, Metrick, and Sharon Parker.)
- August 2- Friends of the Library Volunteer Orientation program at 11 am (Smith/ Tritt) - 0 attended.
- Aug. 4- Eric Zino began as Circulation Manager; Friends of the Library Volunteer Orientation program at 7 pm (Smith/ Tritt) - 5 attended.
- Aug. 5- eBooks @ your library class from 6-7 pm (Pure) - 0 attended.
- Aug. 6- Borough Dept. Heads Safety Committee meeting from 2-3 pm (Briant)
- Aug. 7- Teen Craft Night – from 6:30-7:30 pm (Coonelly) - 1 attended.
- Aug. 8- Staff construction committee from 12- 2 pm (Alles, Bilodeau, Briant, Metrick, Zino, and Sharon Parker.)
- Aug. 12- Library Board of Trustees meeting from 8- 9:15 am- 7 attended.
- Aug. 13- Heritage Quest computer class from 11-12 pm (Pure) - 0 attended.
- Aug. 14- Teen Craft Night at 6:30 pm (Coonelly) - 0 attended; staff construction committee meeting and site visit to Grace Church from 10-12:30 pm (Alles, Bilodeau, Briant, Metrick, Zino, and Marc Vasquez.)
- Aug. 15- eRate filing (Briant)
- Aug. 19- Iovino Architects meeting with staff construction committee and Library Board Building Committee members from 11 am – 4 pm (Alles, Bilodeau, Briant, Metrick, Zino, Vasquez, Parker, Eklund and Kain- 3 members of Iovino's staff and engineers.) Borough introduced Renovation and Construction ordinance – Briant attended from 7:30-8:45 pm
- Aug. 22- Staff construction committee met from 11:15- 1 pm (Alles, Bilodeau, Briant, Metrick, Zino and Parker)
- Aug. 25- First Night Committee met in NJ room from 4-5:30 pm- 5 attended.
- Aug. 28- Haddonfield Teacher's Orientation welcome program at the Middle School from 11- 11:20 am (Briant and Mayor Kasko) – 32 attended.

## Library Director's Report for HPL Sept. 23, 2014 Library Board of Trustees meeting

- Aug. 29- Marchand and Briant met with Sharon McCullough at Borough Hall from 9:30- 10:30 am.
- Aug. 30, 31 and Sept. 1- Library closed for Labor Day weekend.

### Renovation and Construction updates:

As you can see from the meetings above, the library staff construction committee and the Library Board's Building Committee have been very busy in July and August. The group had several meetings to review a fifty page segment of the construction documents, which were received about July 21. After a series of meetings and work with our interiors consultant (Parker) and Marc Vasquez, we reviewed the construction documents with 3 members of Iovino's architectural and engineering staff. We sent a series of questions and requests for refining to the architects to meet the 2 week review period deadline. I commend our staff committee, Mary Eklund, Gene Kain, and Sharon Parker for excellent work on this fast paced review.

In the meantime, bid documents were being prepared and refined for going out to bid. The Borough introduced and adopted the ordinance for the project in the amount of \$1,827,000 which says that the Library Board is making a payment toward the cost in the amount of \$354,000. The bid packets are estimated to be ready for pick up on Sept. 24 with a return date and bid opening of October 23.

In the meantime we are on target with the goals and objectives for our renovation plan. The alternate site at Grace Church is agreed to by both parties. There is some minor refining on insurance issues that are being addressed, upon the advice of our attorney Karen Cayci. You will see her memo in your correspondence. You will find a copy of the latest agreement with Grace Church with yellow highlighting showing the areas changed since the July 16 version of the document. An earlier version of the document had a renewal clause that was inadvertently left out. Karen has recommended that the clause for renewal be added back in. Ms. Cayci also recommended that the Borough's insurance carrier sign off in writing to the indemnification provision in the agreement. The Borough's representative is working on that piece of the agreement. He has said verbally that it can be worked out. He has also said that the cost to ensure collections and equipment at Grace will be minor, if any, and once the inventory of equipment and books to be moved is finalized, that figure will be known. As the Borough has paid for insurance for the library's contents and equipment in the library, it will be necessary to establish expectation for payment of this expense and if any other charges will apply for moving most of the library's collections into storage in any other facility. From prior talks with the insurer, it did not sound like any major cost.

Service parameters with both the Cherry Hill and Camden County Libraries have been ironed out. Both libraries will issue temporary cards to our patrons at no charge. Discussions with Haddon Heights and Collingswood libraries continue. Some sort of written agreements or resolutions will be necessary.

Sharon Parker will attend the monthly board meeting and give a progress report. You will receive copies of her moving plans and inventory (developed with our staff) and other information on Monday for the move to deep storage and to Grace Church. She has many fine ideas and connections to reduce costs and will share these with you. We have met with one moving company and others are being scheduled. The Borough and other libraries are assisting with the RFP and bid documents for moving and storage.

I prepared a list of potential costs for your consideration in addition to the costs projected by the Borough. This list is not exhaustive and some costs may not be chosen or realized. After review of the Borough's projected costs, I prepared a list of questions that need clarification and possible discussion. Some of the issues came out during our staff review and communication with the architect's staff and some from individual conversations with you.

We are on a tight timeframe but we are meeting our timelines. We thank you for all of your individual and group efforts, which have been considerable. We know you will be working very hard on fundraising and other efforts as we continue.

### ***Hoopla is Coming***

Kathleen Metrick is moving us toward a new service called Hoopla, which will start in October. This is the service that provides Downloading of music, movies, television shows, and audio books. As you will recall, the Friends of the Library have subsidized the costs of this service. Our aim has been to have it up as a value added service during the renovation. More information will be forthcoming.

### **Library Budget for 2015**

We have been working on our projected budget for 2015. The Budget Committee will be meeting soon to work on the budget for presentation in October. Expenditures for 2014 are on par with past budgets.

### **Miscellaneous**

John Burmaster attended the Sept. 13 NJ Library Trustee Institute. He sent you an informative report of the event and it is attached in your correspondence. The library is in receipt of a significant donation that will be discussed at the meeting. The Friends book sale is in full swing as of this writing. It promises to be one of the most successful ever.

Respectfully Submitted,

Susan Briant

Library Director on Sept. 20, 2014