

**The Ayer Library**  
Director's Report for August 2021

**The Ayer Library building reopened to the public on Tuesday, June 15<sup>th</sup>!**

We are pleased to welcome the community back into the building for browsing, public computer use, study room use, and just sitting and reading!

Current operations:

- We have returned to our pre-pandemic operating schedule as follows:
  - Tuesday- Thursday 10 AM – 8 PM, Friday 10 AM- 5 PM, Saturday 10 AM – 2 PM
- We are asking that all patrons (and staff) continue to wear masks when inside the building in order to protect the health of our patrons who may be immuno-compromised and for those under 12 who cannot yet be vaccinated.
- We continue to offer curbside pickup service via the Curbside Shed. The default pickup location for requested items is the Main Desk once again. Please call us to have your requested items placed in the shed.
- The Friends' Book Sale Cart has been retired from curbside service now that the Book Sale Room on the Ground Floor is open once again.
- The Reading Room in the historic wing of the building remains closed to the public while we wait for the resolution of our insurance claim and the repair of the plaster ceiling that partially collapsed in May.
- Summer Reading and other programs remain virtual at least through the end of the calendar year.

**August Updates**

- Curbside orders picked up: 52
- Adult Creative Crafting: Throwback Crafts (kids crafts from the past)
- Spice of the Month: Southwest Mix
- Summer Reading Wrap Up: Children's & YA Summer Reading programs ended on August 21<sup>st</sup>. The Adult Summer Reading Program ended on August 31<sup>st</sup>.
- Ayer's 150<sup>th</sup> Anniversary History Post Themes: Summer fun and Families
- East Main Street Construction Project: Work continues on this MassDOT-funded and managed project to excavate and replace buried utilities and rebuild East Main Street's travel lanes and sidewalks between East Street and the bridge. This will be a tremendous improvement once finished, however:
  - This work is expected to continue on and off through the remainder of the calendar year and will likely make accessing the Library difficult or impossible at times.
  - The Library has asked to be notified in advance of such work in future weeks and months. We will pass along any information that we receive.
  - Library patrons may park at the Ayer District Courthouse if the Library's parking lot is inaccessible. No parking pass or notification is required.
- Behind the Scenes:
  - Maintenance & Repair

## **The Ayer Library**

### **Director's Report for August 2021**

- The Town's insurance provider denied the Library's claim for coverage to repair the damage to the plaster ceiling in the Library's Reading Room on August 26<sup>th</sup>. Discussion with the insurance company continues, but we still don't have a timetable for repair.
- Library Security system: Lookout Security had to reschedule the alarm sensor installation to early September when the wrong sensors were shipped.
- Ayer's Director of Facilities Maintenance Chuck Shultz visited the Library on August 24<sup>th</sup>. He and I discussed moving forward on a few small maintenance projects, including repainting the iron work on the main stairs and the light poles in the parking area, repainting the lines in the parking lot, and addressing some minor plumbing issues (slow draining sinks, leaking flush valves.)
- Keystone Elevator stopped by on the 24<sup>th</sup> for a routine maintenance visit. They told me that the emergency phone line wasn't working, so I called Verizon. A Verizon technician stopped by the next morning and found that all of the lines in the building were working, including the elevator line.
- East Main Street project engineer Byron Beauregard of MassDOT was onsite on August 16<sup>th</sup> and we talked about the new sidewalk construction in front of the Library where it meets our walkways. The walkway to the historic entrance meets the new sidewalk at about 4" below grade. Byron suggested that the best solution would be to have the sidewalk contractor add a sloping concrete ramp over the top of the Library's existing walkway to address the problem. He's going to bring a level out to check the grade and see how far the ramp would need to extend, then he'll get back in touch with me.

#### **Library Director's Activities:**

- I was on vacation from August 5 – August 15.
- Samantha and I reviewed the data that she'd gathered for the Library's Annual Report Information Survey (ARIS) and finished the report on August 20<sup>th</sup>. Library Board President Sharon Slarsky signed the submission page and I sent the report to the Mass. Board of Library Commissioners (MBLC) on the 21<sup>st</sup>. The Financial report and State Aid Application for FY2022 will be due to the MBLC October 1<sup>st</sup>.
- Strategic Planning:
  - Planning Consultant Barbara Alevras and I met via Zoom on August 16 to review the work schedule and assign the writing of the final parts and the assembly of the final draft.
  - I drafted a set of Goals and Objectives for the Plan and reviewed Barbara Alevras' first draft of the Plan.
- The Ayer Library Board of Trustees met in person at the Library on Thursday, August 19<sup>th</sup>. The Board reviewed the Goals & Objectives for the Strategic Plan and decided to post a request for candidates to fill the final vacant seat on the Board. Over the next two weeks I received and followed up on 8 inquiries.

## **The Ayer Library**

### Director's Report for August 2021

- I spoke via Zoom with HR consultant Mary Livingston on August 26<sup>th</sup>. We agreed that she would draft a revamped performance management plan for Library staff. I will deliver copies of the existing policies to her by September 10 so that she can get started.

My thanks to Amy Leonard, Barbara Cheeks, Samantha Benoit, and the rest of the Ayer Library staff for their contributions to this report.

Respectfully,

Tim Silva  
Library Director