

## November 2019 Director's report

1. With Angela leaving director decided to reexamine the management structure and various employees' duties and responsibilities. We will eliminate the adult and youth services coordinator positions and create an assistant director's position. That position has been offered to Melissa Lloyd and she has accepted effective December 13, 2019. Director recommends and Melissa has agreed to, an increase to 40 hours per week and status change to salary instead of hourly. Hour and status change will begin January 1, 2020. Melissa receives medical coverage through her husband's work so the library will not have to offer medical coverage.

We will be splitting up Melissa and Angela's coordinator duties between several employees. Melissa will retain all supervisory responsibilities and will be handling high skill tasks formerly split between the two positions. She and I will do most of the material ordering initially and may train Donna and/or Cassidy as things move forward.

We have interviewed a good candidate for the open children's assistant position, hopefully hiring her this week. We are going to bump Christina up to 20 hours as well. Most of the day to day running of the children's library will be handled by Christina and the new hire. Melissa's "office" will still be downstairs, but she will be much more supervisory and much less hands on.

Donna will continue with teen programming and will add adult programming and some children's programming duties as well. We are also planning on leveraging Donna's "I can talk to anyone skills" and have her do more outreach as well.

Cassidy has demonstrated excellent customer service and attention to detail so we will increase her to 20 hours. She will also be adding some mid-level responsibilities; inputting new magazines issues, ILL requests, ordering book club kits, and similar that were part of the adult services coordinator position.

The remainder of staff will continue as they have been although days and times worked may change.

2. All the electric in the original part of the library went out one day last week. A main breaker blew so rather than taking a chance, we called the electrician. The wire running from the main box to the subpanel apparently worked loose over time, heated up and arced. The electrician cut back the burned wire, removed the breaker with the scorched terminal, and changed to an unused breaker in the main panel. He checked and found other loose connections in the main panel and tightened them up as well.
3. We have a young man doing community service hours. We had him replace the lamps in the multi- purpose room to a combination of daylight spectrum and warm spectrum. Wow, what a difference. We may want to do something similar

upstairs. He will be replacing burned out lamps in the rest of the building and cleaning the tops of the light fixtures while he's up there. We need to purchase more daylight lamps to put in staff work areas. The 10K spectrum is supposed to help with seasonal depression.

4. Melissa asked the director about purchasing additional tablets for OZbot (received from a state grant) programming and other stem/steam related programs. We need to research costs and decide on operating system; Apple, Android, or a combination.
5. New children's desk has been ordered, 6-8 weeks for delivery.
6. Board president, Litchville elementary principal, director, and school librarian did a photo op and discussed where we go from here regarding the branch.