

# Director Report July 20, 2020

## Administrative

- Library building reopened to the public June 29<sup>th</sup>
- Conducted annual review of Bob Cottrell
- Conducted annual review of Tara McKenzie
- Conducted six-month goals review of Jeff Beavers
- Conducted six-month goals review of Tessa Narducci
- Conducted job search process for Library Assistant position

## Buildings and Grounds

- Patrons have been very good about mask requirement
- Pope Security to install an Ethernet port at east end of building
- Staff cleaning on a regular schedule

## Collections

- ILL service still not available

## Programs/Outreach

- Conway Rec group visiting weekly in the summer
- Book Discussion Group for *White Fang* was July 16<sup>th</sup>
- Summer meals program going well
- COVID Price is Right is July 25<sup>th</sup>
- Programming staff working with TRRE interns successfully
- Library providing Friday enrichments through Project Succeed
- *Apply for Jobs Virtually* is July 22<sup>nd</sup> and 29<sup>th</sup>
- *Zoom Jeopardy* is August 15<sup>th</sup>
- *Bilingual story time* series runs through September

## Technology

- Purchasing speaker/mic for use in the park from North Conway Music Center

Respectfully Submitted,

David Smolen