

Director Report 4-27-2020

Administrative

- Staff are working alternating days to increase social distancing
- Library hours reduced. Library now closing at 5PM Monday-Saturday
- Director is routinely reaching out to the Town Manager to stay up to date on Town Finances
- Developing plan to deal with potential Default Budget passing
- Responding to Town Audit inquiries as requested
- Attended Zoom meeting with Rep. Chris Pappas
- All staff meeting took place April 17th via Zoom
- Staff submitting “work from home” reports on a daily basis

Collections

- Made a \$500 book purchase at White Birch Books as a way to support a local business
- Setting up a bookshop.org page with White Birch Books as a way for the public to purchase books through WBB that would then be donated to CPL
- Set up account with Kanopy, a video streaming service, paid for by Friends of Conway Library
- Announcement regarding returning materials will be made soon

Technology

- Working with *Computer Port* to expand and improve WIFI outside of building
- Purchased Zoom account for remote meetings

Programs/Outreach/Collaboration

- Staff are actively revamping the Summer Reading Program. SRP website to go live May 22nd
- Children’s staff now performing story time over Zoom
- Jeff Beavers posting daily stories on Instagram and Facebook
- Director Smolen serving on CES CLIF “Year of the Book” grant committee
- Working with new Project Succeed Director Jess DellaValla on summer time collaboration
- Produced PSA for National Library Week that ran on WMWV

Buildings and Grounds

- Small leak in roof reported. Rodd Roofing has been notified.
- Glynis Knox performing a tremendous amount of gardening/clean up in park

Professional Development

- Staff have attended a number of different trainings over the last month

Respectfully Submitted,

David Smolen