



**Report to: Library Board**  
**From: Maggie Pearson**  
**Date: March 7, 2024**

**Synopsis of Report:** Monthly Update on Operations and Projects

- Since ending the PNLP weekly computer course as part of the Seniors Community Grant project, we have scheduled Barb Mills to continue coming monthly for Tech Help sessions which are already popular
- Scheduled and facilitated junk removal from basement, including cabinet in non-fiction section to make room in programming space
- Installed tracking in program room; developing call for youth artists as part of summer programming
- Signed reciprocal borrowing agreement with Asphodel-Norwood Public Library; created procedure with A-N CEO. The agreement will officially take effect the 18<sup>th</sup> of March, 2024 and we will share the news in the April newsletter and update the website/ social media at that time
- Recruiting for the position of Library Assistant. The job is posted on the library website as well as library/ university job boards. Recruitment will close on Wednesday, March 20<sup>th</sup> 2024 at 4:00PM. Applicants should submit by email to the CEO/ Librarian. Looking for HR/ Hiring committee's availability the week of March 25<sup>th</sup>
- Contracting a biannual pest prevention service for the worsening fly problem in the library. Interior was sprayed this month and moving forward the exterior will be sprayed every spring and autumn
- Continuing to connect with community members in the search for potential new board member(s)