
Director's Report

April 2022

Facilities

The Village of Nyack TAP Sidewalk Improvement project got underway this month. Village Administrator, Andy Stewart, met with me in early April to explain the plans and schedule to remove and replace the existing sidewalks and curbs. The plan is to remove the grass border between the sidewalk and the curb as well as to remove the non-conforming curb access ramp in front of the Carnegie and Bridge entrances. They will need to remove some parts of our concrete walkways where they abut the new sidewalk to insure there is a safe transition between the sidewalk and our walkways. We discussed the need to keep access to the S. Broadway entrances open. Work commenced the week of April 27th, and the construction crew have been helpful with maintaining ramp access and with directing patrons to safe ways to access the building.

On April 8th, repair work on the North Elevator was completed and the elevator has been reliably functioning since then.

On April 25th DTM Installations returned to complete the replacement of the HDMI cable from the AV closet at the back of the Community Meeting Room to the HDMI connector in the front of the room.

Throughout the month of April we have experienced sporadic pickup of trash and recycling. We are working with our current vendor to address the issues.

I met with landscaping contractor Bob Roach about the need to trim back the Virginia Creeper (not English Ivy) that grows up the south, west and north sides of the Carnegie building. We also discussed removing two shrubs that grow along the north side and to regrade an area on the north side to better handle the stormwater flow from the gutter during heavy rains. In addition, we discussed ideas about transitioning to electric equipment in place of gas-powered equipment. He said that except for his lawn mowing equipment, he does have electric versions of the equipment. Bob and his team have been busy planting annual flowers and doing general spring cleanup. Jeff Flournoy turned the water on so that the sprinkler systems can operate.

Personnel

Two newer part-time staff, Danielle Busby and Cary Bateman, left the library due to conflicts with their full-time work schedules. One long time part-time staff member, Irene Tricano, retired. Two full-time employees, Mike Grella and Georgia Grandstaff, both of whom started working in the library as part-time staff over 10 years ago, have taken new career opportunities.

A new part-time employee, Madison Taibi, filled the Operations Assistant position on April 21st. This position provides logistics and AV support for afternoon and evening programs on Tuesday, Wednesday and Thursday evenings. Madison has already helped clean meeting room chairs, tables and other furniture and spaces in the library. She will also help to keep PPE and First Aid supplies in order as well as lend an extra pair of hands to departments as needed

I worked on re-subscribing for organizational membership to the New York Library Association for the year April 1-March 31. According to the labor agreement with the NLSA staff who work more than 10 hours a week are entitled to receive support for professional group membership. In addition, the trustees are also subscribed for membership in NYLA.

Throughout the month I worked with Anne Shaw and individual department heads to plan for the filling of vacant positions in their areas. Anne and I also worked with Jaclyn Goldberg, attorney at Keane & Beane law firm, to review the Library response to an employee's request for accommodation.

I worked with Senator Reichlin-Melnick's office to replace expired Naloxone kits for employees who received training in March 2019.

Finance

I sent a letter to Village Administrator Andy Stewart regarding the issues with parking lot revenue payments due to the Library. He responded with assurances that they would address the situation and that we would receive our payments. We received an accounting of the payments owed for the period of June 1, 2019-May 31, 2020 and the period of June 1, 2020-May 31, 2021. The expected payments will be considerably less than the \$2500 per quarter that the Library received prior to the COVID-19 Pandemic. In total we are expecting a payment of outstanding revenue of only \$2556.83 for both years.

I contacted Al Coster of Baldessari and Coster to inquire about the engagement letter for the FY22 audit. We received the letter, which was reviewed by the Audit Committee, signed by Mike Growney, and forwarded to the firm.

Meetings

On April 1st I met with the staff who serve as Persons-In-Charge to review the current handbook and to determine updates that need to be made. The work is still in progress.

On April 5th I provided the staff with treats to celebrate National Library Workers Day. Sharon and I also met with our cleaning services contractor, Miguel Garcia of Greenpoint Maintenance Services, to review some concerns about cleaning and to discuss special cleaning projects in the Creative Lab and the Staff Restroom.

On the evening of April 6th I attended the second meeting of the Nyack School's Family and Community Engagement Committee. I asked Terri Evans to represent the Library and to participate in future meetings with the Committee. The work with this community group has the potential to enable the Library to meet and serve members of our community who may not already use our services.

On April 8th I met with Hayden Roofing regarding new leaks that occurred in the Admin area both within and right outside of the Personnel File room. They found and sealed several cracks and small tears in the 2010 EPDM roof and the 1993 Bitumen roof. I also met with IT consultant John Watkins of TekTools to review his suggestions for managing the upcoming changes presented by RCLS' suspension/transition of ANSER services to separate IT Services and ILS Services contracts.

On April 11th I met with Nyack School Superintendent Eudes Budhai here at the Library. I gave him a tour and introduced him to a number of our staff. We discussed various ways that the Library and the School District can collaborate including promoting the Digital Navigator's program, and planning art exhibits that are accompanied by music performances by school students to bring their parents into the Library.

On April 12th I attended the Board of Trustees Policy Development and LRP Committee meeting.

On the morning of April 13th I attended the RCLS Director's Association meeting, where Grace Riario reported that RCLS is working with colleagues across the State to develop documents to assist public library boards with navigating the trustee training law that went into effect on January 1, 2021. She also announced that RCLS has scheduled informational meetings, including one with an attorney, to review their proposed ILS and IT Services agreements. Grace also reported that she had negotiated a reduction in proposed subscription costs for the Aspen Discover Layer for the Symphony system and that transition to the new public interface could begin in January 2023. During the meeting one library reported that the IT Audit report that was prepared by a contractor hired by RCLS had incorrect information. In addition, John Hurley stated that RCLS would not share the actual IT inventory information with the member library following the audit. I noted that getting access to the inventory information would be very helpful to libraries as they determine how to move forward with the IT Services contract that was going to be presented to them. Jerry Kuntz reported that the Message Bee email and text service implementation was progressing and that training for staff members would be announced shortly. Stephen Hoefer announced the NYS Construction Aid Workshop - Review of Eligible Projects webinar will be held on May 20th at 10:30 am.

On April 28th I met with Tracy Dunstan, Mike Grella and Brendan Grella to review the status of testing the printing and RFID pad functions in Symphony Web, which is the proposed alternate ILS access should we decide to decline RCLS IT Services. Testing shows that Symphony Web works well enough for us to further consider selecting this access to the ILS.

On April 25th I attended the Board of Trustees Building and Property Committee meeting to review the recommendations for building projects to consider in the year ahead.

On April 29th I attended the ANSER Committee monthly meeting. There were no representatives from RCLS present at the meeting. The Committee voted to recommend to the Directors' Association that RCLS proceed with the Aspen Discovery System subscription. The Committee also heard reports from libraries who received incorrect IT audit reports.

Carnegie Concert

On Saturday, April 2nd, Carolyn Enger presented her multimedia program "Resonating Earth" in the Community Meeting Room. Carolyn played the piano as visual images of various places on earth were displayed on the screen. Among the 48 audience guests was one of the visual artists, Myles Aronowitz, joined Carolyn in a lively question and answer period.

Looking ahead. Mark your calendars:

Carnegie Concert with Soprano Kate Kim on Saturday June 10 at 7:30 pm in the Carnegie-Farian Room.

RCLS Training (register through <https://rcls.evanced.info/signup/calendar>)

Trustee Handbook Book Club: June 14, 2022 from 5:00-6:30pm: PR and Advocacy