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## Director's Report

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November 2020

### Facilities

On November 23<sup>rd</sup> storm water infiltrated the east side of the 1973 building with water coming into the 2<sup>nd</sup> floor Circulation Office and the NE corner of the DVDs as well as on the 3<sup>rd</sup> floor the Biography section. The Local History Room remained dry.

I met with Jeff Lambert of Wickes Arborists regarding tree pruning and maintenance on the DePew and Library properties. A mulberry tree on the northwest corner of the DePew House will need to be removed as it is in danger of falling down. Wickes Arborists will arrange for the proper permits from the Village.

We are still waiting for the replacement of the fence along the DePew north boundary line and for the replacement of the building access system.

### Technology

The network data switches were installed as planned on November 9<sup>th</sup> with minimal interruption to staff work or public services.

Phones in the CRC and Administration area were configured to hear and see the visual alert when exterior door bells at the Parking Lot, Bridge or Carnegie Entrance are rung.

### Personnel

We have four staff members on temporary leave from the Library: Donna Lightfoot-Cooper, Aaron Jones, Chanel Diaz and Eleanor Schuster. We conducted interviews with candidates to replace two part-time Circulation Department Clerk positions.

We continue to support employees who notify us of quarantine needs due to potential exposure to individuals who have tested positive for COVID-19. We prioritize service areas to remain staffed in the Circulation Department, the Children's Room and Adult Services. When we cannot operate a service area due to lack of staffing, we close that area. CRC has been the most impacted service area.

I updated the Daily Health Questionnaire to comply with the changes to New York State Quarantine recommendations for travelers.

### Meetings

I attended the RCLS Director's Association meeting and a meeting of the Rockland County Library Directors on November. At the DA's meeting, it was announced that we needed to provide documentation to apply and receive CARES Act federal grant money to cover the purchase of supplies used to respond to the COVID-19 pandemic. Based on a formula prepared by RCLS, we will receive a total of \$975, of which \$456 is for supplies bought directly through RCLS and \$520 is for reimbursing the Nyack Library for supplies that we purchased directly. This reimbursement reflects less than 5% of the total funds that we have spent to outfit the library with PPE and sanitation supplies. In addition, a

significant part of the DA meeting focused on plans to migrate to a new email service. We use Google Suite so we will not be impacted by this first phase of a Microsoft 365 migration.

On November 6<sup>th</sup> I met with the Nyack Library Staff Association to discuss disciplinary issues and processes as well as plans for assessing the need to dial back services in the face of rising community spread of COVID-19. When the rate reaches more than 70 cases in Nyack, we will determine if we need to move to Curbside Service only. If the rate accelerates quickly, we might take the decision to dial back services before the number of cases 70.

I held an All Staff meeting on November 30 to provide an update on library staffing, including a welcome to new staff who started working in November and announcing that two new staff will join us in early December. I reviewed the public health monitoring process for managing our “in building” public service levels, and I discussed plans for celebrating the holidays, including service projects like the Mitten Tree and Soup Angels Collections as well as plans for a staff celebration, which will be via Zoom. I encouraged staff to stay vigilant with regard to health and safety practices.

### **Events**

With the administrative assistance of Minerva Parker and the technology assistance of Tracy Dunstan, we planned the Annual Appeal Donor Concert, a livestream event scheduled for December 4, 2020 at 7:30 pm.

We held a Zoom Farewell event for Lynne Chernick and Lucia Gratch, part-time Circulation Department staff with a combined service record of 35 years. During the event staff and trustees shared sweet memories of time they spent working with these two dedicated and valued employees. Staff contributed to a collection for each employee, who received a gift card along with flowers from the Library.