
Director's Report

November 2021

Facilities

As part of the Building Condition Study, the Library agreed to an independent energy audit which was conducted on November 30th. The auditor examined lighting and HVAC systems throughout the building. We anticipate the audit report will be issued by mid-December. We do not have a date of expected completion for the Building Condition Study report.

I met with a vendor to discuss several building projects, including upgrading Access Control for exterior and interior library spaces, upgrading the Community Meeting Room AV, and installing additional video surveillance cameras.

Minerva Parker organized and purchased new walk off mats for the Bridge and Parking Lot entrances.

Jeff Flournoy replaced the track lighting above the Access Services-Circulation Desk.

Finance

With Sharon Alfano's assistance, I continued to revise the preliminary proposed budget for FY 2023. I sent a letter to the Nyack School District to request that the School Board votes to establish two election districts, Nyack Library and Valley Cottage Library, for a February 15, 2022 budget vote.

In September I sent a letter to James Slaughter, Village of Nyack Administrator and to Mayor Don Hammond to notify them that we had not received payments from the Village for parking lot fees collected in 2020 and 2021. Since then, I have only received one phone call in response, and no response to numerous voice mails that I have left to follow up on this issue. After noticing that the Parking Authority was scheduled to meet on November 18th, I attended the meeting and made a public comment about the fact that we had a parking lot agreement with the Village, and that I was interested in the status of payments owed to the Library. To date we have not received an update from the Village on the status of the payments.

Personnel

Library Administration staff, Sharon Alfano, Anne Shaw and Minerva Parker worked on the new labor contract implementation tasks including updating wage and leave benefit policies in the payroll system, processing retroactive pay, issuing wage notices, printing and distributing the new contract. Anne and I worked on the Staff Handbook update. Most importantly, Sharon oversaw the upgrade and migration of the payroll system, which required hours of meetings with the vendor to prepare for the implementation. Sharon persevered to get to the resolution of numerous issues and critical details to ensure that our payroll processed correctly and our staff received their paychecks on time.

Meetings

On November 8th I attended the Audit Committee meeting for the review of the financial report for FY 2021.

I attended the Ramapo Catskill Library System Directors' Association meeting on November 10th. During that meeting I made a statement calling for improved cooperation between the RCLS staff and the ANSER Committee, whose work on behalf of the Director's Association has been characterized by RCLS staff as divisive and disruptive. I am concerned that RCLS staff do not view the ANSER Committee as the legitimate representative of the Directors Association on matters relating to technology services for the member libraries.

On November 11th I attended the Veteran' Day ceremony to rename Veterans' Park to honor Hezekiah Easter, a Nyack civic leader, Rockland County Legislator and WWII veteran. The Park is now known as Hezekiah Easter Veterans Memorial Square.

On November 11th I held an Admin Staff meeting, where staff members provided updates on their work areas, and I provided updates on the Collective Bargaining Agreement implementation, holiday and vacation scheduling, upcoming safety training and the Long-Range Planning process. The meeting was recorded and shared with all staff so that the many who could not attend could listen to the meeting.

On November 29th I attended the Village of Nyack Zoning Board of Appeals meeting in regards to the variances requested by the Art Café as they plan to build a large pergola over their front patio area. I previously met with Daniel Kramer to review the plans. I spoke to the ZBA Board to request confirmation that the plans did not include expansion beyond the existing patio on the north and that the green landscaping that separates the properties will be replaced if disturbed.

Anne Shaw and I conducted a session of mandatory Evacuation safety training on Sunday, November 14th.

Long Range Planning

I continued to work with Department Heads, who worked with their staff, to identify Action Areas for the Long-Range Plan. They based their suggestions after evaluating data collected through the surveys and forums. I also met with the Finance Committee as they developed Fiscal Stability Goals. I continued to develop the new plan document.

Events

On Saturday, November 20th, with great assistance from Minerva Parker, we offered donors to the Annual Appeal a special event starting with refreshments followed by an excellent Carnegie Concert performance by Peter Danish and Rita Harvey accompanied by Pianist Maija Kupris.

Looking ahead

Please note the upcoming events:

The authors, Jerry Nichols and Rebekkah Smith Aldrich, of the Handbook for Library Trustee of New York State are leading a series of Book Club events.

Each month trustees will be encouraged to read a chapter of the Trustee Handbook and send in questions that the authors will address during the live event.

- Tuesday, December 14, 2021 5:00 pm: Personnel
 - Register: https://zoom.us/webinar/register/WN_LZtQ_SkLRXmPj27TnPL17aA

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

- Tuesday, January 11, 2022 11:00 am Trustee Training Tuesdays: Advocacy 101
- Tuesday, January 25, 2022 6:00 PM - 101: Basic Library Trustee Education

Trustee Election and Annual Meeting followed by regular meeting on Monday, January 10, 2022 7:00 pm

FY 2023 Budget Information Session, February 8, 2022 7:00 pm Community Meeting Room

Budget Vote on Tuesday, February 15, 2022 10:00 am – 9:00 pm