
Director's Report

April 2020

Personnel

Based on input from staff and in keeping with the budget plans, the Library finalized the selection of insurance plans to offer eligible full-time employees. In addition, we selected a new Health Reimbursement Arrangement (HRA) administrator with 30 years of experience. The increased annual cost for Aetna medical insurance is less than half of one percent.

A new gold level insurance plan option is available to interested employees. The library contributes the same amount of premium cost whether the employee selects the silver or gold option. In addition, after reviewing the past three years of HRA expense utilization, and in an effort to simplify reimbursement processes, the Library modified the HRA reimbursement model to cover the first \$300 of the eligible expenses for the employee. After that limit is reached, the Library contributes 50% of the reimbursement of an eligible HRA expense. All employees are eligible to participate in the Flexible Spending Account (FSA) and Dependent Care Account programs. Information about all these programs were mailed to employees' home as well as by email. The enrollment period started April 27th and runs through May 8th. The new plan year begins June 1st.

Facilities

I sent a letter to the past of the Berea Church regarding the storm water management issue on the south side of our property directly adjacent to the church. Further work needs to be done to implement a longer term solution of diverting storm water to prevent the flooding of the garden staircase and erosion of garden soils.

The building alarm company completed the installation of a new cell-phone based communication solution that solves the issue of false communication failure alerts.

Greenpoint Maintenance Service has been working to clean every bookshelf in the building.

The Nyack Library participates in a Rockland BOCES led energy buying school district consortium for our electricity purchases. I attended several phone and video conferences this month as the consortium evaluated final bids for the selection of the energy consultant. The collaboration of the consortium partners and the effort of the BOCES staff resulted in a reduction of energy consulting costs by \$300 annually for us. The consortium is retaining its long time consultant, EPEX, who will soon be seeking bids to lock in energy purchase plans to take advantage of the current low costs for energy.

Reopening Planning

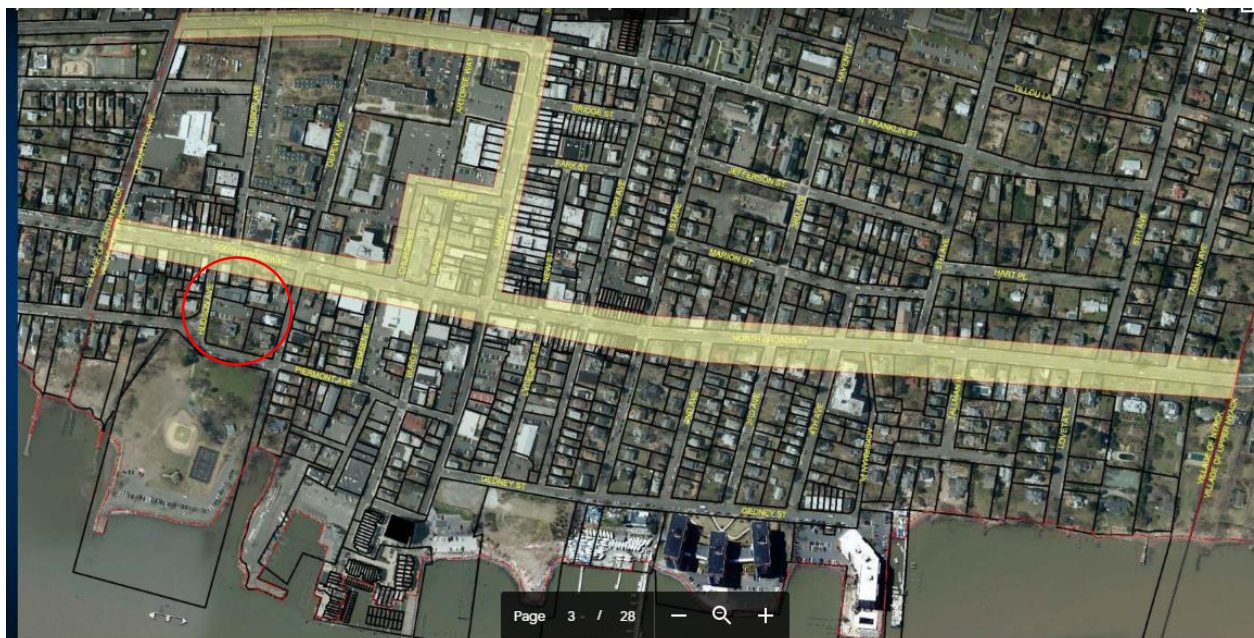
I met with Department Heads to begin discussions about issues and concerns related to resuming building operations. I asked them to work with their staff to gather issues and concerns as they relate to their departments, or the library at large. I developed a questionnaire/form to gather responses for them to use to prompt their thoughts and responses related to the many aspects of adjusting any individual library service/function/transaction to address health concerns for the staff and public. A

copy of the questionnaire is included in the board packet. Staff members and department heads have contributed a number of general ideas for addressing changes that need to be made to reassure and address health concerns. The goal of the questionnaire is to guide staff to think more deeply about the specific changes that need to be made and how those changes will impact and influence related library operations, plans, services, and ultimately, financial resources. An area of concern, for example, is the issue of how will we need to adapt in building Board meetings to meet health and safety concerns.

Meetings

During the month, I met multiple times with library directors from Rockland County and Ramapo Catskill Library System as we shared information, collaborated on ideas for policies and services related to service during the pandemic and reopening plans. I am serving on the RCLS Reopening Committee, which is tasked with developing recommendations for a phased approach to resuming library services at some point in the future.

I also attended a teleconference of the Visit Nyack Board meeting to learn about the status of community businesses and plans to support retailers and restaurants during this economic crisis. Several businesses have already permanently closed operations. The Village of Nyack organized a teleconference to discuss the status of a federally funded Transportation Alternatives Program grant focused on the renovation of the Broadway streetscape to improve safety, sustainability and to enhance the streetscape. The Village received the green light to put the construction job to bid, and anticipates that the reconstruction of village sidewalks from the north to south border of the village could begin in the Fall. The project will take about 18 months to complete, and work will be done incrementally to limit the impact of the disruption. Business representatives who attended the meeting expressed concern about the further business disruption the project poses to retailers who are already so negatively impacted by the reduced foot traffic into their establishments. Ultimately, more voices spoke in favor of moving forward with the bid and construction because the likelihood that funds like this will become available in the future, especially if the Village seeks to postpone now, is not high. The library will adapt its building access points as needed when the time comes for the work to proceed on our site.



The extent of the streetscape plans. Library property circled in red.

HUDSON AVENUE/LIBRARY/POST OFFICE



Proposed Streetscape.

Information Technology

As reported to the Board of Trustees in March, the Library needs to replace the system and equipment used to track employee time. We interviewed two vendors, and invited department heads to participate in the vendor demo. We will be moving forward to implement a time and leave accounting module offered by payroll vendor, Paychex. It will take four to six weeks to configure the system and to train employees.

Revenues and Grants

On 4/24/20, the Nyack School District notified the Library that the final 2019-20 tax payment for \$398,494 would be deposited into our bank account. ArtsWestchester notified us on 4/29/20 that the grant funding check (\$2400) for the *Black American Culture and Art Series: the Legacy of Toni Morrison* had been mailed. Tracy Dunstan and I have met to modify program plans using the same model we have developed for other library programs: remote teleconferencing when we cannot deliver the programs in person. We hope to not lose opportunities to complete the series, although it will be altered to reduce health risks to participants.

Community Service

At the suggestion of Brian Murrell, I identified three out of service iPad 2 tablet devices that the Library no longer uses to donate to the Montefiore Nyack Hospital for use in helping patients connect with family and friends while they are hospitalized. Along with that donation, several staff prepared 'thank you' notes for our hospital heroes, and the Friends of the Nyack Library donated 2000 Hershey Kisses.

