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*Director's Report*

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January 2020

**Personnel**

The status of the hiring process to fill staff vacancies is: Children's Librarian (Librarian I)- - position re-posted. Sr. Librarian for Programs – interview conducted with the single internal candidate and position filled pending Board approval; Information Specialist for Programs-interview conducted with single internal candidate and position filled pending Board approval.

In keeping with the agreement between the Library and the Staff Association, the joint labor-management Health Advisory Committee continued to meet to analyze and discuss requirements and options and to compare sample health insurance plans.

**Operations**

Due to inclement weather the Library closed early and opened late as follows:

- Dec. 1 closed at 3:30 pm
- Dec. 2 staff arrived at 10:30 am; opened to the public as normal at 11 am; closed early at 4 pm
- Dec. 3 staff instructed to report at 10:30 am; opened to the public at 11 am

**Budget**

With Sharon Alfano's assistance, I finalized the FYE2021 preliminary budget proposal for review with the Finance Committee prior to seeking approval by the Board of Trustees at the December meeting. We provided proposed tax levy information to the school district for calculating the proposed tax increase. Sharon Alfano calculated that the estimated 1.18% increase is equal to \$5.72 per year, or \$ .11/week increase for the average homeowner.

Tax Rate Increase information from Nyack School District

<b>VALLEY COTTAGE &amp; NYACK LIBRARIES PROPOSED 2020 LIBRARY TAX RATE INCREASE</b>			
<u>Proposed Levy Amounts:</u>			
Valley Cottage Library	\$2,401,336		
Nyack Library	<u>\$3,103,653</u>		
	\$5,504,989		
	<u>Proposed 2020 Rate</u>	<u>Current 2019 Rate</u>	<u>Percent Increase</u>
<u>CLARKSTOWN</u>	5.21342	5.15257	1.18%
Homestead	6.85511	6.77510	1.18%
Non-Homestead			
<u>ORANGETOWN</u>			
Homestead	3.52954	3.48834	1.18%
Non-Homestead	4.74631	4.69092	1.18%

## Facilities

I met with Bob Roach, the Library's long-time grounds maintenance vendor, to review the northwest corner of the Carnegie Building drainage situation, which appears to be causing water seepage and leakage in the Local History Room. He said that he had not been informed that there were interior water problems occurring and so he had never looked to see how grading could be improved as a first step to resolving the issue. He proposed a solution of re-grading and installing 2' wide rubber water barrier topped with river rocks and mulch, which I approved.

Additional HVAC work was undertaken in December to repair the heating unit servicing the 4<sup>th</sup> floor reference area, which was very cold due to lack of heat. In addition, the compressor and wall unit in the Computer Server Room failed in late December causing the room to run at 84 degrees. I authorized the replacement of that system to prevent any damage to computer equipment.

## Programs & Exhibits

I continued to provide direct support to the coordination and facilitation of programs, room reservations/rentals and exhibits at the Nyack Library, including responsibilities for communications such as web content update, flyers, performance programs, Constant Contact emails and the production of the Winter *Bookend* Newsletter. I also revised and prepared the 2020 Annual Appeal brochure and discussed with the printer several cost-efficient alternatives for distributing the 2021 appeal.

ArtsWestchester notified the Library that our grant application was successful and that we had been awarded a \$2400 to support the *Black American Culture and Arts Series: the Legacy of Toni Morrison*.

The opening program in the *Black American Culture and Arts Series: the Legacy of Toni Morrison* was held at RiverTown Films on December 11<sup>th</sup> for a viewing of the biographical film "Toni Morrison: The Pieces I am". The program was well attended with much discussion about the film and the Bench by the Side of the Road project following the film.

The Dorothy Gillespie "StarBurst" exhibit was installed in the atrium area adjacent to Circulation on December 14<sup>th</sup>. A *Women in the Arts* program led by the artist's son, Gary Israel, is planned for March 19. The exhibit will remain through the end of March.

