
Director's Report

December 2021

COVID-19 Pandemic Response

After monitoring the news about the surge in community cases, I encouraged staff to get vaccinated or seek a booster shot, and to voluntarily provide the Library with updated documentation. I worked with the Department Heads to prepare for continuity of library services. We determined that we should return to limiting staff time in the building to no more than 5.5 hours to reduce risk exposure. Other plans included taking a decision to return to virtual only programming for the month of January. In addition, we returned to limiting public service hours through the holiday period. On December 27th we held an emergency meeting to decide about returning to library access by appointment only, which we communicated to the public and implemented on Wednesday, December 29th. The public is still welcome to visit the library to Browse and Borrow for 20 minutes, or to use the Computer Resource Center for 30 minutes, however they must make an appointment to do so. We also have returned to Curbside Pickup as a recommended option. I commend the collaborative efforts of our Department Heads, Aldona Pilmanis, Terri Evans, Tracy Dunstan, Sharon Alfano and Anne Shaw. Their brainpower, considerations and recall of past best practices was extremely helpful. Tracy undertook the hard work of reestablishing and training staff on the technology tools that we use to manage appointments. The entire Library staff have done a super job adapting to the modified service model. Experienced staff jumped in to train new staff members on we offered these services in the past, and everyone did their best to keep patrons served and safe.

Facilities

The architectural team conducting the Building Condition Study returned to the Library on December 22nd to continue the evaluation of the facilities. They assessed the roof, asked questions about the mechanical systems, rest rooms and fire panel. While on the roof, they inquired about the HVAC unit, and specifically asked why it was turned off. Prior to their visit, I thought the unit was only used for AC, and I knew we still had an open issue with the vendor who had not returned to complete the repair. I learned that the unit also provides heat to parts of the building, which means that the repair should have been completed in a more timely manner.

In early December Integrity Gutters cleaned the gutters and repaired a damaged downspout at the DePew House. They also replaced a missing piece of clapboard on the Cupola.

On December 27th Hayden Building Maintenance staff returned to conduct a maintenance review of the roof. We asked them to evaluate a new leak (currently inactive) that we found in the Director's Conference Room.

Suite 2D in the DePew House has been painted. Sharon Alfano is working to get new window coverings prior to listing it for rent.

We placed orders to replace the chairs and tables in the Creative Lab. The current ones are in disrepair and the new ones will better meet our needs to use that space flexibly. Thank you to Rosemary Farrell, Georgia Grandstaff, and the Department Heads who collaborated in the planning to purchase these

much-needed new furnishings for the space. We also ordered two cool “Sway” chairs for the Teen Room. Morgan Strand advocated for some additional updates to room furnishings, which we are working to complete. We are able to undertake these purchases thanks to the generous support of our Annual Appeal donors.

Finance

We continued preparations for the FY 2023 budget vote including sending budget information to the Nyack School District so they can determine the tax rates and to prepare postcard communications for mailing to the public. Minerva Parker submitted the legal notice information regarding the budget vote for publication in the Rockland Journal. We are also working with the School District Clerk to correct an issue with a residential street that is currently identified as being in the Valley Cottage Library District when it is actually located in the Nyack Library District.

Personnel

Anne Shaw, Omar Pecou and I planned the schedule for the first quarter 2022 mandatory safety training. The topic will be Incident Reporting. The sessions will be held January 19th at 8:30 am; February 4 at 6 pm and March 20th at 10:30 am.

Meetings

On December 6th I met with Amelia Kalin and Christy Blanchette at the Valley Cottage Library to plan and prepare for the February budget vote.

On December 7th I attended an RCLS meeting on the cybersecurity concerns that are driving their proposed plan for revising technology services offered to member libraries.

I attended two ANSER Sub Committee meetings in December to work on the revisions to the ANSER Committee Expectations. I attended the ANSER Committee meeting on December 20th. RCLS is evaluating a web-based version of the Symphony System, which may provide some flexibility for libraries who choose to not use ANSER based IT services. They have also set demos in January for two “discovery layer” systems that might be added to improve the user interface for the public catalog.

I attended Board of Trustee Committee meetings for Finance, Personnel and Policy Development and Long-Range Planning.

Long Range Planning

I continued to work with the staff and the Board to complete the draft of the Long-Range Plan that was presented to the Board of Trustees at the December meeting.

Events

On Saturday, December 11th, I was pleased to participate in the Carnegie Concert for Kids that featured David Gonzalez who performed “Cuentos: Tales from the Latino World”, which we held in the beautiful Carnegie-Farian Room. Aldona Pilmanis worked very hard to promote the event, and we were really excited to welcome new families who came for the event. I am very grateful to the Annual Appeal donors whose contributions made this special program possible.

Looking ahead. Mark your calendars:

- Rotary Club of Nyack, Cocktails for the Library Charity event, Thurs., Jan. 20, 2022 5:30 pm via Zoom
- 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

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

- Tuesday, January 11, 2022 6:00 pm - Trustee Training Tuesdays: Advocacy 101
- Tuesday, January 25, 2022 6:00 PM - 101: Basic Library Trustee Education
- Tuesday, February 15, 2022 6:00 pm - Intermediate Library Trustee Education
- Tuesday, March 1, 2022 6:00 pm - Board Governance