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## *Director's Report*

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### **February 2022**

#### **COVID-19 Pandemic Response**

As the COVID-19 community health concerns diminished, on February 1st we returned to access without an appointment for the public, and we expanded services hours on February 14<sup>th</sup>. We are now open to the public Mon-Thurs 10 am – 8 pm; Fri 10 am – 6 pm; Saturday 10 am – 5 pm and Sunday 12 Noon – 4 pm. In addition, we returned to providing seating in the building and supporting Tutor Room reservations. We plan to proceed to mask optional guidance starting on March 1<sup>st</sup>. Staff have been told that they can continue to wear masks based on their personal needs to protect their health.

#### **Facilities**

In early February I reached out to M. Shilale regarding the status of the Building Condition Study. The report was not received in February.

On Friday, February 4<sup>th</sup>, the Library was closed due to wintry weather, and on February 25 we opened at 1 pm due to wintry weather.

Painting and wall repair in the Creative Lab continued through the month.

On Friday, February 11th DTM Installations installed the new screen and new wiring for the new projector for the Community Meeting Room. The new wiring simplifies the equipment needed for sound for the unit. The existing mount could not be used with the new projector so the project was not fully completed, but the vendor made sure that the current projector/AV set-up was functional so that we could continue to use the equipment if necessary.

In late February the HVAC vendor finally returned to complete the repair of the rooftop HVAC unit, which has not been operational since mid-September. The HVAC unit in the Local History Room remains temporarily repaired.

The North Elevator was out of service multiple times for several days in February.

Jeff Flournoy made repairs to the veneer which was pulling away from the service desk and some shelving in the Children's Room.

We are still waiting for the replacement of the electric door motors for both the Bridge and Parking Lot Entrances.

I had a phone consultation on February 17<sup>th</sup> with C. Adkins, Environment & Energy Resource Educator | Community Energy Advisor from Cornell Cooperative Extension to review potential energy savings projects and resources we might access. He agreed that it would be best to wait for the full Building Condition Study and to plan individual projects as part of a comprehensive plan.

## **Finance**

The FY 2023 budget vote information session was held jointly with Valley Cottage Library in the Community Meeting Room on Tuesday, Feb. 8<sup>th</sup>. Trustees from both libraries were in attendance. One resident from the Valley Cottage Library District attended and asked questions about the budgeting process. He expressed concerns about the tax burden on residents. The budget vote was held on Tuesday, Feb. 15<sup>th</sup> in the Community Meeting Room for Nyack Library residents and at the Valley Cottage Library for their residents. The increased tax levy of \$58,969 for the Nyack Library was approved. The School District released the official vote tally on March 1, 2022. The combined vote total from both libraries was 242 votes in favor and 58 votes against. The total votes cast were 300 including 81 votes cast by absentee ballot.

## **Personnel**

On Friday, February 18th at 6:00 pm Anne Shaw, Omar Pecou and I delivered the first quarter 2022 mandatory safety training on Incident Reporting.

## **New York Annual Report**

Minerva Parker, Sharon Alfano, Tracy Dunstan, and Aldona Pilmanis, with support from their department staff, collected and organized data requested for the New York State Annual Report. Depending on the area of the Report, the reporting period is either FY 2021 (7/1/2020-6/30-2021) or the calendar year, which complicates organizing and entering the data. While reviewing the circulation data for FY 2021, we found some differences between the data reported through the Blue Cloud reports that we run for monthly statistics and the reports provided by RCLS as the official data to be used in the Annual Report. We have modified our reporting process to use the RCLS report as the basis for the monthly report to eliminate or reduce the amount of difference between the data we report through the NYS Annual Report and the statistics that we present each month. The report differences are related to the selection of data fields used by us vs. RCLS. We plan to re-run reports using the RCLS report to update data for previous years and to confirm that the reporting is accurate.

## **Correspondence**

Since the January Board of Trustees election, I received email communications from two residents, Mark Dery and Elizabeth McGrory, regarding the results of the election. In addition, I received a communication from Jennifer Rothschild expressing concern about our decision to require appointments to enter the library during the January COVID-19 surge.

## **Meetings**

On February 2<sup>nd</sup> I attended a meeting about a theatre festival that will take place in our library district in September and October. The Phoenix Theatre Ensemble is leading this initiative and sought to engage with community organizations to participate and support this large undertaking that has received grant support as well as support from the business community.

On February 9th I attended a Nyack School District "Families and Community Engagement (FACE)" meeting. The event brought together community leaders, parents, school staff and administration to strategize about opportunities to engage with all families in the school district.

On February 9th I attended the RCLS Director's Association meeting. The DA approved the contract with a new vendor to support text and email communications and notices from Symphony. It also approved

the expenditure of \$80,300 for a consulting firm to audit the IT equipment of all member libraries as part of the effort proposed by RCLS to split ANSER services into to component services: ILS Services and IT Services.

On February 9<sup>th</sup>, Anne Shaw, Sharon Alfano and I met with Kat Sullivan and Morgan Strand of the Nyack Library Staff Association to discuss plans for the continued reopening of library services and to learn about concerns staff have regarding their health safety. During the meeting, they shared with us that Mike Grubiak will be taking over for Moriah Olsen as the NYSUT Labor Representative for the bargaining unit.

On February 10<sup>th</sup> and on February 23<sup>rd</sup> I met with IT consultants to gather information about the services that we will need as we consider how to proceed with the proposed changes to services currently provided by the RCLS ANSER team.

On February 14<sup>th</sup> I met with Dean Golemis, President and Bob Scaglione, Director of Security from Global Security and Investigative Services regarding the provision of 30 hours per week of safety guard services for the library following the resignation of Omar Pecou. I communicated with several other safety services firms to solicit quotes for services.

On February 17<sup>th</sup> I held an Admin Staff Meeting. All employees were welcome to attend, although due to the need to cover public service desks, all staff cannot attend. The meeting was recorded and the audio recording and meeting notes were emailed to all staff and posted to the co-share.

On February 22<sup>nd</sup> I attended the ANSER Committee monthly meeting. The Committee discussed the further testing of the Symphony Web service and the demos of the two discovery layer products for replacement/enhancement of the public catalog service called Enterprise. I continue to work with the sub-committee responsible for reviewing the ILS and IT Service Agreement proposed by RCLS.

### **Carnegie Concert**

The February 11<sup>th</sup> Carnegie Concert with soprano Kyunghye Kim was postponed to June 10 due to an unfortunate accident suffered by Ms. Kim's accompanist.

### **Looking ahead. Mark your calendars:**

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

*Trustee Handbook Book Club: Policies & Risk Management* Tuesday, March 29th 5-6:30 pm

*Trustee Handbook Book Club: Ethics & Conflicts of Interest + Intellectual Freedom, Censorship and Privacy* Tuesday, April 19th 5-6:30 pm