
Director's Report

January 2022

COVID-19 Pandemic Response

Although as one staff member recalled, the new year started dim, we persevered and provided public services under reduced hours and by appointment for the month of January as we responded to potential exposure and potential positive COVID-19 cases among Library staff. We were fortunate that although there were positive cases and numerous exposures reported, the impact did not force the closure of the Library. We were able to give staff the time they needed to quarantine and test prior to returning to work. As January drew to a close and the case numbers dropped as predicted, we were able to plan the return to open door visits starting February 1st and a return to additional hours of service, including in building seating and Tutor Room reservations starting on February 14th.

Facilities

Painting and wall repair in the Creative Lab started in preparation for the new tables and chairs for the room. The tables were delivered on January 25th.

Plans for painting and refreshing the Staff Restroom on Floor 1A are underway.

We are still waiting on the repair of the rooftop unit. In addition, the HVAC unit in the Local History Room required repair.

The North Elevator was out of service for several days in late January.

The Bridge Door electric door motor continues to be disabled. We have not been able to identify a repair or replacement plan due to vendor response.

Finance

We continued preparations for the FY 2023 budget vote including working with the School District Clerk to finalize ballot language and to create a webpage with links to budget information for the public as well as information regarding voter registration and how to request an absentee ballot.

Personnel

On January 19th at 8:30 am Anne Shaw, Omar Pecou and I delivered the first quarter 2022 mandatory safety training on Incident Reporting.

Board of Trustees

I updated digital and print information plans about the trustee election that was held on January 10, 2022. We distributed communications about the candidates and the vote that included social media posts, weekly email blast, fliers and bookmark handouts. With the assistance of a trustee and two volunteers, Kay Levinson, Denise Leslie and Wayne Henry, and with the help of several staff, including Minerva Parker, Jeff Flournoy, Myra Starr, Sharon Aperto, Tracy Dunstan, Anne Shaw and Sharon Alfano, we organized and held the Board of Trustees election in the Carnegie-Farian Room. Voter turnout was

strong with 175 ballots cast, including one absentee ballot. Steve Cea and Tracy Dressner were elected as new trustees and Tamara Jhashi was re-elected.

I conducted a Library orientation tour and briefing for trustees on Thursday, January 20th. We explored most of the building and highlighted key parts of Library operations, including staff who really make our service happen. I need to schedule an orientation to explore the large world of digital library services.

Meetings

On January 6th I attended a Nyack Basics Strategic Planning team meeting where we received an update from the Nyack School District leaders about plans and initiatives to promote and support very early literacy and learning initiatives in our community.

On January 12th I attended the Director's Association meeting.

On January 18th I attended the Systems Services Meeting. In collaboration with Tracy Dunstan and consultation with Rosemary Farrell and Mike Grella, we developed and submitted Diversity, Equity and Inclusion suggestions to include in the *Guidelines for Collection Development of e-Content* to help shape the staff training and collection content principles of the document. In addition, I attended a vendor demo organized by RCLS as a potential solution for improving the user experience of the public catalog. Tracy and Mike also attended, and we all thought the 'discovery layer' product would provide better opportunities for the Library to curate collections and information for our patrons. I attended the Board of Trustees meeting of the Ramapo Catskill Library System to listen to Grace Riario's presentation of RCLS proposed plans to migrate from combined ANSER Services to separate IT Service and ILS Service Agreements.

On January 20th the Rotary Club of Nyack sponsored a Cocktails for Charity to benefit the Nyack Library. I appreciate the support of the trustees who were able to attend the virtual event and to those who purchased 50/50 raffle tickets. The Club will be donating \$1055 to the Library as a result of the event. Thank you to Steve Cea, raffle winner, who contributed a large portion of his winnings back to the Library.

Long Range Planning

I worked with the Department Heads to help them kick-off and document their plans for LRP projects for the next six months. I provided a google doc version of the Action Plan that they and their staff can use to document both current and new initiatives that address LRP goals and objectives

Looking ahead. Mark your calendars:

- 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, February 15, 2022 6:00 pm - Intermediate Library Trustee Education
- Tuesday, February 22, 2022 6:00 pm – Trustees' Handbook Club: Facilities
- Tuesday, March 1, 2022 6:00 pm - Board Governance
- Wednesday, March 2, 2022 – NYLA Advocacy Day (virtual event this year – great opportunity to practice library advocacy and meet our state representatives)