

June 2020

Facilities

The HVAC vendor scheduled to replace the condenser on the roof to repair the AC system supporting the 4th floor reported to me on June 22nd that Carrier was getting ready to ship the part. He said that it would take 2 to 2 ½ weeks to get the part so I estimated the repair would not be scheduled until after the 4th of July holiday. We are running fans in the affected staff areas where temperatures are running above 80 degrees. Staff have been told that they can work from other parts of the building.

In both early and late June, the Local History Room had water intrusion in the known problem area at the northwest corner of the Carnegie Building. I reached out and received a proposal from an engineering firm to assess the problem as a first step to a permanent resolution to the issue.

In addition, on June 25th, Local History Librarian, Kat Sullivan, found flooding coming from the Furnace Room adjacent to the Local History Room. During a meeting in late winter, the current HVAC vendor made me aware that we should anticipate problems with that unit as it was old so I was not surprised that a problem developed. The failed compressor was replaced.

On April 6th, Minerva Parker discovered water flooding from the Staff Kitchen into the Admin area. I thought the immediate problem was resolved. However, I learned this month that a bigger issue resulted from that flood. While shelving materials the week of June 8, Circulation Staff discovered that a range of fiction bookshelves in the area directly below the Staff Kitchen was loaded with books that were wet and molding. Reference librarians were notified of the titles that were discarded. Staff expressed concern regarding the mold so Anne Shaw arranged for an air quality test. The test did not find mold in the fiction area, but it did reveal mold that needs to be remediated in the Staff Kitchen sink cabinet and the Janitor's Closet on Floor 1A. I also had the technician test for mold in the Local History Room. Following the report of testing, I called a remediation company to get a proposal on mold remediation in the problem areas. I am still waiting for the proposal from that company.

A plumbing contractor came to evaluate the installation of a permanent water source for the southwest side of the building along the Diebold Garden. Before the Stevenson House was sold, the Library used water from that facility for exterior watering of gardens. The connection was relocated, but never activated as it requires both plumbing and electrical work.

Water to exterior faucets was not turned on by the Maintenance staff until late in June risking garden planting and landscaping.

No progress to report on the resolution of storm water issues on the south side of the property along the Diebold Garden. Bob Roach said that the straw he installed earlier this Spring seemed to be mitigating some of the runoff. He has not provided a written estimate for the work to manage the Berea Church downspout water issues.

The building alarm vendor installed an antenna in the cellar stairwell to improve cellular communication reception and to eliminate false data communication error calls to Library staff.

Reopening

Planning for Reopening the library continued in the early part of the month. Starting June 9th we proceeded with returning FT staff for staggered work shifts in Administration, Maintenance, IT, Tech Services and Circulation to limit the number of staff in the building at any one time. Work accomplished by the employees included setting up the materials quarantine area, reconfiguring routing boxes for the new RCLS delivery runs, returning materials to owning libraries, accepting deliveries of materials from member libraries, accepting deliveries of ordered books, materials, equipment and supplies. Mike Grella and Terri Evans have provided exemplary service during this Reopening period. They have partnered and collaborated to get work done and to solve problems as they arose. This Library could not have Reopened without their assistance and great work.

In addition, Jeff moved desks and other furniture in the Time Clock room and the Tech Services office to accommodate 6' social distance and to provide barriers for some staff desks. Jeff purchased and installed a wall-mounted thermometer that staff can use to take the temperature as part of completing their Daily Health Questionnaire. Jeff ordered the first round of polycarbonate desk shields for public service desks. Additional shields will need to be purchased prior to expanding service to the public in the building. Locating vendors who sell and can supply desk shields in polycarbonate as required by New York State Department of Education has been a challenge as has identifying all the locations in the building where they are required.

After serving as a very busy polling place on June 23rd, the Library opened to the public for Curbside Service only on June 24th. The Circulation Staff have adapted to this new service model, which requires them to provide new types of assistance to patrons. Staff package requested materials and schedule Curbside Pickup appointment at either the Bridge entrance or the Parking Lot.

Safety

A digital Daily Health Questionnaire was created to ask employees five questions regarding their health. Staff are asked to complete the form at the staff of their shift.

Minerva Parker created Cleaning Logs for each area of the building to comply with Reopening Safety guidelines that require that cleaners maintain a log. Minerva purchased wire racks to hold the binders and Jeff Flournoy was asked to install the racks. We chose locations that would be visible and easily accessible for the cleaning staff. The cleaning vendor, who suggested how to distribute the Cleaning Logs in each area, was notified of their specific location.

Minerva also organized both the physical and digital inventory of PPE supplies. We discussed the need to maintain a two-month supply of gloves, masks, sanitizing wipes, etc. and also the need to maintain the PPE kits that have been distributed to departments so that staff have ongoing access to the supplies and cleaning materials they need to stay healthy in the workplace. The purchase of these supplies continues to be a challenging tasks due to quantity limitations on orders and general availability.

Grants

I updated information for the New York State Construction grant report on the Circulation Office project. The Department of Library Development asked for additional information and photographs of each item associated with the grant request. In addition, they would not accept the Village's Certificate of Compliance regarding the completion of the work to meet Village regulations and code. I have requested additional assistance from the Village Building Inspector to resolve this issue and finalize the report.