

May 2020

Personnel

We took action to enroll employees and finalize arrangements for the new medical and dental insurance coverage, Health Reimbursement Arrangement (HRA) and Flexible Spending Account administration. with 30 years of experience. Office of Compliance Administration conducted training for staff to learn how to navigate the portal for reimbursements and account management.

Facilities

Ricardo Plaisir from Berea Church responded to our letter about addressing storm water management issues on the south side of the property. We are now waiting for our landscaping vendor to respond to a request to send a description of the work to be done so the information can be shared with the Church Board.

The building alarm system requires further work by the vendor to make their newly installed cellular communication solution work properly. They need to install an antenna in the basement stairwell for better signal access.

The HVAC vendor who is supposed to replace the condenser on the roof to repair the AC system has not returned my calls to determine the schedule for the installation.

Reopening Planning

Planning for Reopening the library continued throughout the month of May with multiple meetings with RCLS libraries, Rockland County libraries, Nyack Library Department Heads and with the newly formed Nyack Library Reopening Team. The formation of an internal committee to advise on reopening planning was a recommendation of the RCLS Plan. A staff member from each department participates on the Team along with the Department Heads and our HR Specialist. Team members include

- Terri Evans – Circulation
- Morgan Strand – Youth Services
- Georgia Grandstaff – Reference
- Mike Grella – Technical Services
- Dylan Kelehan – CRC
- Lou Moreno – IT
- Jeff Flournoy – Building Maintenance
- Minerva Parker – Administration
- Department Heads: Tracy Dunstan, Donna Lightfoot-Cooper, Aldona Pilmanis
- Business Office & HR: Sharon Alfano and Anne Shaw

The Reopening Team provided reviewed tentative plans and provided suggestions for additional measures, equipment and processes for consideration and adoption to help us reopen as safely as possible.

Safety

Following the Incident with the youth on library property and potentially engaging in drug use, I reached out to Det. Sgt Costello at the Orangetown Police Department to alert him to our concerns. He offered

to communicate to the patrols the need to provide a presence in the afternoon to hopefully deter or address the behavior.

Grants

I spent a number of hours working to complete the final report for the New York State Construction grant that provided partial funding for the 2019 Circulation Office renovation. The report is not complete as the Department of Library Development had questions about several areas of the report. I am working to reconcile the items specified in the proposed budget with the work that was performed so I can complete the report by the end of June.