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## Director's Report

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May 2021

### Facilities

Roofing Repair Projects – I met with two separate roofing companies about getting an estimate to complete the repair work that was identified by the roofing consultant, Russ Watsky.

In a familiar repetition of prior cooling seasons HVAC issues, one of the compressors serving the north side of the building froze up. Fortunately, a contractor working at our neighbor's Wright Realty noticed the ice build-up and came to the Library to report the issues. We contacted our current HVAC contractor, LL Mechanical, who reminded me that the system is old. We needed to install a replacement controller for the unit and to add refrigerant. In addition, the rooftop AC unit for the 2<sup>nd</sup> and 3<sup>rd</sup> floor of the east building and the 4<sup>th</sup> floor of the new building will require a repair to the fan blade and blower wheel.

The controller for the Heating unit that serves the ground floor area (CRC and adjacent offices) was installed. An additional repair needs to be made for the cooling side of the system.

The water line for the south gardens was installed and the sprinklers are once again functional. The shrub that died due to lack of water was replaced, the lawn is green again, and additional flowers were planted in the Diebold Garden Bed and the walkways along the Bridge and Tech Services Ramps. A staff team composed of Mike Grella, Minerva Parker, Belinda Cash, and Jonas Black are working a watering rotational schedule to keep the flowers watered where there are no sprinklers. The perennial pollinator garden that we planted last Fall has blossomed in the newly painted garden box.



Spring Cleaning of the basement and other areas of the building took place early in the month with the disposal of supplies and old equipment that is no longer useful. This work is making way for a more orderly basement area where non-maintenance department supplies are not in the way.

Following a recommendation from the roofing consultant, Minerva Parker completed work to organize the architectural drawings dating back to 1903, and she arranged for them to be digitized. I contacted Michael Esmay about consulting with us to help us determine which of the many paper versions of the new building construction need to be retained. We hope to conclude that work in June.

### **Personnel**

Two staff members were on leave from the Library this month: Donna Lightfoot Cooper and Aaron Baldwin. Anne Shaw and I prepared for the return of Donna Lightfoot Cooper to the Library in early June.

After months of planning and discussion, the Access Services Department was created by merging the staff of three departments into one: Circulation, CRC and two staff from Technical Services. Terri Evans, who has successfully managed the Circulation Department since October 2020, agreed to lead the newly formed department. We look forward to improved public service and more efficient staff scheduling for public service as we cross-train staff to work at both the ground floor and 2<sup>nd</sup> floor service desks.

### **Meetings**

The Saturday Academy Art Exhibit, *Standing Together While Apart*, virtual celebration was held on May 22<sup>nd</sup>. Mike Growney and Ellyse Berg attended the event, and I made brief remarks about partnering with the Nyack School District to provide a public space to display the art piece created by the students. Many thanks to Tracy Dunstan for designing the webpage for the exhibit and to Georgia Grandstaff for creating the poster on display near the exhibit in the Diebold Garden.

I attended the RCLS Directors' Association meeting on May 12<sup>th</sup> and a Rockland County Directors' meeting where we discussed reopening plans. We continue to share best practices and to coordinate service resumption plans. I was asked to join the RCLS ANSER Committee of the Directors' Association. This committee works on technology related services and issues affecting the member libraries. I attended the May meeting for the Committee.

### **Long Range Planning**

With thanks to Roger Seiler and Minerva Parker, we located data files and reports from previous LRP efforts dating back to 1994. During the May meeting of the LRP Committee intern Mike Grella presented a compilation of data documenting progress on the current strategic plan. The Committee asked us to identify key performance indicators to measure our effectiveness in comparison to other public libraries. Mike found several data sources, including the U.S. Census, Nyack School District data, and national library initiatives, that are quite useful for building a report card. We also worked on developing a Staff Survey, which we plan to distribute in June.

### **Grants**

We received a reimbursement from RCLS for personal protective equipment that we purchased. The \$976 in funds were distributed through a grant that the New York State Library received from the federal government. I finalized the design of the Annual Appeal Brochure 2021, which was printed and distributed to the residents of the Nyack Library District. Donations have started to arrive.

## **Carnegie Concert**

We held a livestream Carnegie Concert on May 1<sup>st</sup> *Journey to Spring* with classical pianist, Yalin Chi.

## **Looking ahead**

Please note the upcoming events

- Staff Anniversary and Appreciation Event August 6<sup>th</sup>
- Juneteenth Program at Memorial Park on June 26 2-3 pm
- Sexual Harassment Prevention Training – all Trustees must take the training every calendar year