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## Director's Report

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October 2020

### Facilities

The Water Valve Regulator was replaced on October 28<sup>th</sup> and due to the lack of water in the building while the repair was made, the Library was closed for the morning. During the work, it was found that further work will need to be done to replace a rusted intake pipe. The work will need to be coordinated and scheduled with Suez water to shut off the water and complete the repair. We are waiting for a quote for the repair work.



We have permission from our neighbor to the north to access to the Library's north and east sides through the adjacent parking lot. I am still waiting for a quote and schedule from the contractor to conduct the review and test of the water intrusion concerns for the 1973-74 expansion.

### Technology

New network data switches have been ordered through RCLS ANSER team. The installation, configuration and cutover of the new switches will begin November 9<sup>th</sup>.

John Hurley, RCLS ANSER Manager and Network Administrator, reported that changes were made to the Sonic Wall WiFi system to address the signal and interference issues we were experiencing.

### Personnel

Two long-term, part-time Circulation Department employees, Lynne Chernick and Lucia Gratch, announced their plans to resign from the Library later in November. Lynne is retiring after 26 years and Lucia is relocating closer to family. We have three staff members on temporary leave from the Library: Donna Lightfoot-Cooper, Aaron Jones and Chanel Diaz. Terri Evans is supervising the Circulation Department in Donna's absence. Terri welcomed and trained a new part-time Circulation Clerk this month. All Circulation staff continue to provide excellent service to our patrons. We have advertised to hire additional Circulation staff. In addition, we need to fill a vacancy in the CRC.

Several staff families have been impacted by the COVID-19 issues in the Nyack Schools so staff cannot report to work according to orders from public health authorities.

New York State passed a law that provides for Sick Leave for all employees, which means that we will now provide that Leave to Pages and Substitutes, who are eligible to earn and take Sick Leave. They will Earn 1 hr of Sick Leave for approximately every 22 hours worked. The Leave began to accumulate on September 30<sup>th</sup>, and they can start to use it on January 1, 2021.

## **Grants**

We received approval on the final report of the New York State Construction Grant to expand the Circulation Office. We expect to receive the final 10% of the funds.

A payment of \$3,043 was received from RCLS for the Nyack Library share of Local Library Service Aid 2020-2021.

## **Meetings**

I attended the RCLS Director's Association meeting and a meeting of the Rockland County Library Directors.

I held an All Staff meeting through Zoom on October 26th to review how we have kept busy during the past 20 weeks since we returned staff to the building and to discuss future plans. I encourage d staff to stay vigilant with regard to health and safety practices. Here are some key statistics that I shared at the time of the meeting, and I thanked them for everything they have done to adjust to our new models of service:

- 2,564 - Curbside Pickups
- 139 CRC Appointments
- 13 Notary Appointments
- 201 Browse and Borrow Appointments/139 Completed or 5.5 per day
- 16,283 items circulated
- 93 new library cards
- 2,491 new items added

## **Programs**

- 70 Adults programs
- 48 Teens programs
- 67 Children programs

## **Reopening**

Browse and Borrow Services began October 1<sup>st</sup> to allow patrons to make 20 minute appointments to visit the library in person to borrow materials. Service is limited to the hours when we have a staff person able to greet patrons and review health and safety guidelines with them. Patrons have been cooperative and the service has been successful.

## **Safety**

Safety Training – Omar conducted and recorded an Evacuation and Walkie Talkie class on 10/17/2020. It is available for viewing staff through a link to the google drive. Additional safety training will be developed.

## **DePew House**

Part of the fence along the north side requires repair/replacement. The building access control system needs to be updated to allow for the changing of access codes for new tenants. The Historical Society of the Nyacks has moved from the basement into Suite 1A and 1B. The tenant in 1C decided to not renew

his lease. Suites 1C and 2D as well as the basement suites L1 and L2 are now vacant. Window repairs, porch painting and tree maintenance needs to be performed.