

September 2020

### **Facilities**

The replacement air condenser coil for the rooftop unit that cools parts of the new building was installed successfully on September 9<sup>th</sup>.

The new hot water heater with overflow stop valve and alarm for the Staff Kitchen was installed on September 3, 2020 along with the hook-up of the sink and faucet, and water dispensing unit. A new water dispensing unit was installed by the vendor at no charge following regular maintenance and replacement timelines.

The new hot water heater with overflow stop valve and alarm was also installed in the Admin staff restroom sink area. During the course of the work in the Staff Kitchen and Admin Restroom, the plumbing contractor found a building water pressure issue. The water pressure regulator for the building needs to be replaced. The vendor provided a quote, and we will need to schedule an installation, which will disrupt water service to the building for approximately a half day.

The Please Pick raised bed garden was re-planted as a pollinator garden. The garden is planted with perennial flowers and a few colorful annual flowers. Several staff, Minerva Parker, Donna Cooper and Mike Grella, volunteer to keep the small garden watered.

No progress to report on the repair to the roof drain that leaks into the 3<sup>rd</sup> floor area. We are still waiting for the work to be scheduled by the contractor.

I met with Bill Helmer of Helmer-Cronin Construction to review water, window and façade issues on the north (1973-74) building. He explained that the issues we experienced during the past few months with leakage were also noted during the construction of the new building. He suggested that we conduct a water test to identify leak sources and assess the repair requirements. This work will require a small lift to access the high areas. We need to work with our neighbor to the north for access to their parking lot for the lift.

### **Technology**

Repairs were made to the video surveillance system: a failed power supply was replaced, and shortly after that work, a camera in the CRC area needed to be replaced.

John Hurley, ANSER Manager and Network Administrator, met with Lou Moreno and me to discuss ongoing issues with Wi-Fi service in the Children's Storytime Room and throughout the building. John measured Wi-Fi signals in all areas of the building and identified that interference from outside Wi-Fi signals (Art Café, Berea Church, Wright Brothers, etc.) cause disruptions to staff and patron service. He is working with the Wi-Fi vendor to determine available options to mitigate the interruptions or boost the access point signals. In addition, John will be assisting us with a project to evaluate the potential replacement of data switches for the Local Area Network.

In response to a request from Aldona Pilmanis, Head of Youth Services, an additional Wi-Fi hotspot was purchased for back up service for Youth Services programs in the event that data service is unreliable when conducting remote programs for the public.

### **Personnel**

Through the efforts of Sharon Alfano and the training and documentation assistance of Kat Sullivan, we successfully implemented the new time accounting system, Stratustime, which is offered through our payroll vendor, Paychex. Sharon spent many hours configuring the employee profiles and access, system policy settings, and leave accrual data. This new system provides web-based access for employees to clock in/out and request and track leave time. It replaces the server-based Time Clock Plus system, which failed in March. Employees who are not assigned a desktop workstation can use a laptop based 'kiosk' to clock in/out and access their information.

### **Meetings**

I attended the RCLS Director's Association meeting, which covered a number of areas related to budget cuts, reopening plans for system-wide ILL, ANSER services, including the addition of a cataloger to the talent pool.

I attended an RCLS Human Resources Workshop to learn about employer responsibilities during the continuing COVID-19 period. Topics included legal obligations associated with remote work, Families First Coronavirus Response Act (FFCRA) which provides protections for employees whose ability to work is impacted by COVID-19, data retention requirements and Title IX obligations for public accommodation.

I held an All Staff meeting through Zoom on September 21st to review Reopening plans for Browse and Borrow Services and to provide employees training on the use of the Stratustime, the new time accounting system.

### **Reopening**

On September 14<sup>th</sup> a daytime cleaner from our current maintenance company, Greenpoint, started to work at the Library on Monday-Friday for a 2-hour period (1:30-3:30 pm) to wipe down high touch surfaces and restrooms halfway through the day.

The quarantine period was extended to a 7<sup>th</sup> day in acknowledgement of the results of Test 4 of the REALM project, which found that when materials are quarantined in a stacked pattern, which is how we store them, that the virus remains detectable through Day 6. It is not clear from the study whether the virus remains viable and can transmit enough to make someone handling those materials sick. Our staff continue to use PPE and good hand hygiene when handling these materials. The additional days of quarantine further extends the period between patron loans.

The Computer Resource Center resumed limited services to the public on September 14<sup>th</sup>. Requests for appointments have been steady, and have not exceeded our capacity to serve the public.

Department Heads and other staff assisted with the planning of Browse and Borrow Services that will begin October 1<sup>st</sup> to allow patrons to make 20 minute appointments to visit the library in person to borrow materials. A special email communication was sent through Constant Contact announcing the service, which will use a web-based appointment system for patrons to make a reservation to visit. Tracy Dunstan provided leadership in the development and implementation of the reservation tool, Picktime, as well as leadership with staff and public communications.

### **Safety**

Minerva Parker continued efforts to purchase and secure sufficient Personal Protective Equipment and supplies. At present we are maintaining an approximate two-month supply of cleaning and sanitizing products, face masks and gloves.

Mike Grella reported that it appeared that an individual is urinating on the book drop located on S. Broadway. Omar Pecou reviewed security camera footage of an incident that occurred on 9/21/2020 at approximately 11:30 pm. We have not as yet identified the individual, or the frequency of occurrence.

### **Training**

Department Heads and Staff received training in the use of the new Time Accounting System, Stratustime.

### **DePew House**

I worked with Sharon Alfano to respond to the inquiry by an existing DePew House tenant to relocate and fill the first floor, Suites 1A and 1B, vacancy. I met with the tenant representative and developed the lease agreement and rider for the two-year lease.