

## DIRECTOR'S REPORT

APRIL 2023

### Facilities

On April 19, a patron was asked to leave the Library after being loud, belligerent, and making inappropriate comments to staff. After being asked to leave, he threatened security staff. The patron's repeated violations of the public behavior policy resulted in a ban from Library property for one year. A certified letter explaining the Library's decision was sent to the patron's address and was handed to him. Additionally, the letter was sent to the Orangetown Police Department. The patron can appeal in writing to the Director and then ultimately to the Board.

On April 24, a leak was discovered in one of the ground floor rooms in the Depew House. The incoming line was turned off but the amount of water that had seeped into the carpet required remediation. The contractor ServePro removed the carpet and flooring. On May 3, the pipes were repaired by Top Notch Plumbing and service restored. The floor in that ground floor room will need to be replaced, new sheetrock installed, and the ceiling repaired.



On April 29, the staff noticed a leak just outside of the café area above the shelves containing world language books and graphic novels. The staff put up a bucket, removed the damaged books, and dried the area. On April 30, the area was still a problem with water continuing to come through the ceiling. The Library called Hayden Building Maintenance and they discovered several holes in the roof. Hayden recommended more extensive repair work be done.



## **Personnel**

Our health insurance broker Marshall Sterling met with staff on April 6 to discuss our dental and vision plan.

The Library posted internally an opening for a Children's Librarian to work on Saturdays. The Library will use the additional position to support weekend programming for families unable to use the Library during the week. The position is a pilot through September 30 after which the Board and Staff will evaluate the success of the added programming introduced.

The Library has an open human resources position.

The Staff Safety Committee meeting in April was canceled. The next meeting is scheduled for May 17.

The staff Social Justice Committee meeting in April was canceled. The next meeting is scheduled for May 18.

## **Information Technology**

Met with Bibliotheca to discuss self-check leases. The Library's leases expire November 2023 however the Library needs to decide to either buy our machines and enter into a maintenance contract with Bibliotheca or create another contract to lease new machines.

Mike Grella organized training for new TBS software scheduled to be installed in May. This will replace the Envisionware software we contracted to use with RCLS.

Staff postponed interviews with AV vendors for work to update equipment in the Community Meeting Room. The interviews will resume in May.

## **Meetings Attended**

4/6 – All Staff

4/6 – Eric Davids from Marshall & Sterling

4/6 – Audit Committee

4/12 – RCLS Director's Association

4/12 – Policy Committee

4/12 – Personnel Committee

4/13 – Bibliotheca (automation software)

4/13 – Frontline IT

4/13 – Buildings and Property

4/14 – RCLS Construction Aid Presentation

4/14 – Finance Committee

4/17 – Nyack Library Board

4/18 -- TBS Training (automation software)

4/24 – Nyack Historical Society

4/25 – RCLS ILS Search Subcommittee (Library system catalog software)

4/27 – Rockland County Directors

### **Upcoming Events**

5/17 – Safety Committee meeting

5/18 – Nyack Social Justice meeting

6/16 – RCLS Construction Aid Workshop