

## **DIRECTOR'S REPORT**

**MARCH 2023**

### **Facilities**

The Library is still experiencing issues with our fire alarm. The alarm went off on March 13 at 4:30. The cause originated from someone either smoking or vaping in the bathroom outside of the bridge entrance. Security cameras captured the incident. On March 18 at 11:00, the fire alarm was tripped at the same location. The Fire Inspector informed us that AFA needed us to identify the locations of all alarms in the building and create a map for Village firefighters. Jeff Flournoy and Minerva Parker worked with our alarm vendor AFA and Village Fire Inspector to help facilitate an agreement.

On March 14 from 3:30 to 5:00, the power went out. Some patrons were assisted outside of the building with flashlights, others stayed and worked in the parts of the building naturally lighted.

The Magic Carpet film crew began set decoration in the Carnegie Farian Room on Friday, March 17. March 20, the film crew was filming in and outside of the Library and then on March 22 used the bridge to stage equipment. The Library will receive \$5,000.

### **Personnel**

Michelle Morales and Naia Beckwith have given their resignations. Michelle had worked for the Library for seven years and Naia had been with the Library for two.

An incident report was filed on March 7 regarding an unknown patron making female staff uncomfortable by staring and behaving offensively. The police were called and a report was filed. Another incident with the same patron was reported on March 27 for being loud and abusive with a staff member. We are monitoring the situation and security is instructed to let me know the next time he is in the building.

The Library posted the open Human Resources position.

A staff Safety Committee was formed to meet monthly and met on March 15. The Committee is meant to address safety training needs and areas of concern for the staff in the Library.

### **Budgets & Grants**

The library is in the processes of securing e-rate funding through Frontline, our IT/ISP provider. The federal grant will result in a 50% rebate in the cost of our Internet service.

Several staff members attended the Rotary Cocktail fundraiser on March 16 at the Nyack Grill. The event raised over \$1100.

### **Information Technology**

Lou Moreno worked with Rockland Security to have several malfunctioning cameras repaired.

RCLS has contracted with Library software company, Bywater Solutions, for a new catalog online overlay called Aspen. The Library linked to this overlay and the staff is working through the questions related to

this change. We have received some feedback and working toward communicating that feedback to RCLS.

Staff is working through issues related to the Library's shift to using Symphony Web for the integrated library system (ILS). The ILS is web based and is causing some issues with our RFID tags at the circulation desk. This is a known issue with RCLS.

Staff is preparing for interviews with audio visual vendors to do some work in the Community Room to help streamline and upgrade equipment. Currently we have issues with our HDMI input, an unreliable switch, and our wireless microphones.

### **Meetings Attended**

3/1 – RCLS Executive Committee

3/1 – RCLS Directors Association

3/15 – Nyack Library Safety Committee

3/16 – Sirsi/Dynix Symphony Web Q&A

3/16 – Marshall Sterling staff presentation

3/22 – RCLS New Director Breakfast Panel

3/22 – Nyack Climate Action Plan Kickoff Workshop

3/23 – Biblioteca end of term for self checks lease

3/27 -- AFA alarm

3/28 – Rate swap

3/29 – Konica/Minolta copiers

3/29 – Sharp AV

3/30 – Rockland County Directors

3/31 – Hudson Valley Home Media

4/1 – Nyack Library Board retreat

4/1 – Nyack Library meet the Director

### **Upcoming Events**

4/19 – Nyack Safety Committee

4/17 – Nyack EDI Committee