

# **Library Director's Report**

## **August 2023**

### **NYS Construction Aid**

CCLS approved our initial request for \$68,625 in NYS Construction Aid for projects beginning in January 2024. This amount represents 75 percent of the total estimated cost of the project, our share being \$22,875. The plan is to use the Aid to upgrade the plumbing, toilets and sinks in the two public restrooms near the main entrance so as to be code and ADA compliant. One of the two restrooms will be remodeled to become wheelchair accessible as well. We also put in for a new tankless hot water system to quickly deliver hot water to sinks throughout the building; the current hot water heater is inadequate for providing hot water to such a large facility, and so we have went without hot water for as long as we can remember. We also requested funds to replace 20 panels under the building's exterior windows. They will be pre-colored metal (maroon), so they will be maintenance-free. Paint is peeling off many of the current panels, making the building look unkept.

We received an estimate from Riese's Pieces General Contracting in the amount of \$85,000 to perform most of the work (they will subcontract the plumbing work). The other estimate in the amount of \$6,500 is for the tankless hot water system, which we received from Shembeda's HVAC and Plumbing.

I am beginning work on the Construction Aid application, as it is due to the System no later than September 8<sup>th</sup>.

### **Central Library Aid**

CCLS issued a check for \$58,157.64 to OPL on July 31<sup>st</sup>, which represents almost all of our Central Library Aid for 2023. The check included 100 percent of our Central Library Development Aid (\$33,813.60) and Central Book Aid (\$14,938.91), our annual CCLS cash grant for \$250, and 90 percent of our Local Library Services Aid (\$6,639.30); we will receive the final 10 percent of LLSA late in the year.

Central Library Aid is no longer restricted to specific forms of spending (i.e. towards a reference librarian's salary, training for member libraries, and nonfiction materials). Therefore, we can use the funds wherever they are needed most, with the understanding that as a central library we are expected to maintain a richer collection than the smaller member libraries who depend on our larger collections, as well as contribute more towards shared e-resources and provide reference services and training to member libraries as requested.

### **Personnel Update**

Robert Dandrea submitted his resignation on July 23, 2023. I thanked him for his years of service to the Library.

### **Staff Development Day**

The Library's annual staff development day will take place on Friday, Sept. 15<sup>th</sup>, from 8:30AM-4:30 PM. We close the Library for the full day and devote the time to staff training and meetings.

The tentative agenda is as follows:

8:30 – sign-in

8:45-9:45 – September staff meeting (Michelle)

9:45-10:45 – Fire drill and emergency procedures (Kim)

11-12 – Sexual harassment prevention training (Nadine Zesky, EAP Coordinator,  
Center for Family Life & Recovery)

12-12:30 – Narcan training (Nadine Zesky, EAP)

12:30-1:30 – Lunch provided by the Board of Trustees

1:45-2:45 – Scavenger hunt team activity (Alijah and Chad)

2:45-4:30 – Department meetings:

- 2:45-4:30 – Circulation department staff meeting followed by work tasks as assigned (cleaning and security staff included)
- 3-4 – Information Desk staff meeting
- 4-4:30 – Programming and social media staff meeting

4:30 – Dismissal

### **Annual NYS Sexual Harassment Prevention Training**

Every year NYS requires employers to offer mandatory sexual harassment prevention training to all employees, board members and volunteers. If you are not receiving it as a part of your job, there should still be online options available; trustees are also able to attend the training offered at the Library on staff development day to fulfill the requirement. When you have completed your annual training, no matter where you do it, please submit an attestation form with proof of training to me by October 15, 2023. If you need a form, I can provide one to you.

### **News from the Library**

On August 8<sup>th</sup>, I attended a 90-minute webinar entitled ADA Reasonable Accommodations and the Interactive Process. Course description: *The pandemic educated employees on a number of their protections under the federal Americans with Disabilities Act (“ADA”), which in addition to prohibiting discrimination and retaliation on the basis of disability, also requires employers to provide disabled employees reasonable accommodations to help them perform their jobs. In this month’s webinar, we will look at the evolving standards and obligations of employers to comply with the ADA, how to ensure compliance with the ADA’s antidiscrimination obligations, and best practices for managing and documenting employee reasonable accommodations.* I am trying to take any course offerings available to help me more confidently navigate an increasingly complex HR environment for employers.

On August 3<sup>rd</sup>, the Library was visited by another First Amendment auditor. He came during a quiet time at the Library and there were no issues at all while he was filming. He did request a copy of our Photography and Videorecording Policy, which we updated last month. I am glad we added the language regarding the Library being a limited public forum. So far, we have not received word that his video has been uploaded to YouTube, nor has there been feedback of any kind since his visit.