

SUMMARY OF DIRECTOR'S REPORT

Given to Board of Trustees August 11, 2020

DIRECTOR'S REPORT.

Window and Theater Chair Replacement. Mrs. Brenner prepared Request for Proposals for Construction Services (RFP). They will be sent to the three construction companies that the Board interviewed.

Library Closing. On Tuesday, 8/4, Mrs. Brenner closed the Library at 3:00 p.m. due to inclement weather.

Storm. On August 5th many Jericho residents were without power as result of Tropical Storm Isaias. Mrs. Jacobson suggested opening the building so patrons can charge their devices and stay cool in the extreme heat. The staff quickly worked out a schedule where patrons registered for one hour sessions throughout the day and evening. After each session, the custodial staff sanitized the bathrooms and surface areas. Extension cords and additional tables were installed outdoors for the many patrons who preferred to sit in the open air. Patrons expressed their gratitude to the staff.

Board Policy. Mrs. Brenner presented to the Board a revised Children's Room Policy with added items to clarify the parent/caregiver responsibilities and the revised Circulation Desk Cash Receipts Policy with some revisions to better reflect the steps taken by the staff.

Glass Partitions. Action Glass installed tempered glass barriers on the Circulation Desk and the Children's Reference Desk. We are still waiting for the installation of the glass at the Reference Desk.

Executive Order 202.55. Governor Cuomo extended the modification to Open Meeting Law through September 4, 2020, to conduct remote board meetings.

Department of Transportation. Mrs. Brenner received a letter from the Department of Transportation regarding their Overhead Sign Structure Replacement Project scheduled for the Spring of 2021. They are seeking feedback from local community groups.

Jericho Support Center. Nassau County Department of Social Services intends to relocate approximately eighty families into the former Hampton Inn on Jericho Turnpike. Mrs. Brenner expects that the eighty families will have an impact on library services.

REALM Project. Reopening Archives, Libraries and Museum Information (REALM) has done research and determined that 96 hours is the recommended time frame to disinfect library materials. We are now quarantining returned items for 96 hours.

Civil Service Certified Payroll. Once a year the Library must send a copy of our payroll check register, signed by our Board President, to the Civil Service Commission for certification. Civil Service verifies that all employees of the Library have been approved for employment by the Civil Service Commission. Salaries are also confirmed to the salaries recorded at the Civil Service Commission.

NYS Construction Aid Grant. Mrs. Brenner will apply for NYS Construction Aid to cover 50% of the cost to install tempered glass partitions on our three public service desks: Reference, Children's and Circulation.