

SUMMARY OF DIRECTOR'S REPORT

Given to Board of Trustees September 8, 2020

DIRECTOR'S REPORT

Window & Theater Chair Replacement. We are waiting on submission of proposals from construction managers.

Board Policy. Mrs. Brenner presented to the Board a revised E-Reader Borrowing Policy, a revised Employee Internet Policy and a revised Internet/Computer Policy for the Board's review.

SMS Alerts Policy. Mrs. Brenner presented to the Board the SMS Alerts Terms & Conditions/Privacy Policy. The policy is giving the public the option of receiving text message alerts from the Library. The policy outlines the conditions of opting in to this service, or opting out.

Trustee Ethics Policy and Statement. The Library Officer and Employee Code of Ethics and Conflict of Interest Policy and Ethics Statement for Public Library Trustees were signed by all Board members.

Glass Partitions. Action Glass installed tempered glass barriers on the Circulation Desk, Reference Desk and the Children's Reference Desk. This is an added safety measure for both the staff and patrons.

Re-Opening Plan. Mrs. Brenner plans on opening at phase 4 of our reopening plan on Monday, September 14, 2020. Sitting and computer use will be scheduled at 2 hour intervals, with 15 minutes in-between sessions for cleaning/sanitizing. There will be remote computer help, if needed, for patrons in the Library. This new feature will help keep staff and patrons more secure. Scanning, one copy machine and in house printing will be available. Newspapers and magazines will be offered but they will not be quarantined prior to use by the public. Gloves and hand sanitizer will be accessible to our patrons. There will be no public events, gatherings, quiet rooms, Meeting Room, Theater or Community Room use during phase 4.

Air Filtration System. The State Education Department (SED) is not permitting bipolar ionization, ion generators, corona discharge or UV technology. Mrs. Brenner has made the Library safer for all occupants by cleaning and sanitizing the coils in the HVAC units and the ductwork and approved an upgrade of our filters to MERV 11.

Parking Lot Maintenance. Our bi-annual maintenance of the Library parking lots was performed. Cracks were repaired, sealcoat was applied and re-stripping of all lots were completed.

Civil Service Certified Payroll. The Library sent a copy of our payroll check register, signed by the 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.

Auditors. The week of August 17th, accountants from Cullen & Danowski, LLP were in the Administration office gathering information for our financial audit of fiscal year 2019/2020.

Bank Transfer. Mrs. Brenner requested the Board to approve a transfer of \$5,000 from the Money Market Account to the Merchant Account to avoid paying overdraft fees.

Staff Appreciation. The Board wanted to acknowledge the hard work and dedication of the staff during the power outage from Tropical Storm Isaias with a letter of appreciation.

September/October Programs. The Library staff continues booking virtual programs for patrons of all ages. Browse our Adult, Teen and Children's virtual program flyers.