

# **SUMMARY OF DIRECTOR'S REPORT**

## **Given to Board of Trustees June 9, 2020**

### **DIRECTOR'S REPORT**

Mrs. Brenner gave her report.

Window and Theater Chair Replacement. Tabled.

Board Policies. Mrs. Brenner reviewed the By-Laws of the Jericho Public Library and Cancer Screening Policy. Mrs. Brenner recommended changing Article IV-Board of Trustee Meetings Section 1. To read "The regular meetings of the Board shall be determined at the June meeting by a majority of the Board". The School District requires our Board meeting dates in time to publish the school calendar.

Personal Protective Equipment Policy (PPE). Mrs. Brenner presented to the Board a Personal Protective Equipment Policy (PPE) prepared by our attorney for their review and approval.

Re-Opening. On June 1 the Library entered into Phase 1 of our Re-Opening Plan which allows up to 50% of staff in the building. Starting June 8 Phase 2 will go into effect permitting curbside pick-up of materials that patrons have placed on hold. Phase 3 patrons may enter building to select items but no sitting, computer use, etc. Phase 4 would limit the number of patrons in the building to use computers and services.

NY Forward Safety Plan. Under Empire State Development Business Guidance, every entity must develop a written Safety Plan outlining how we will prevent the spread of COVID-19. Mrs. Brenner has completed the template provided by NYS Department of Health. This plan must be retained and made available in the event of an inspection by the Department of Health or other local authorities.

COVID-19 Certification. Employees will sign a daily Employee COVID-19 Certification Form to self-monitor their health. Employees will confirm that they do not have a fever of 100.4 or higher, that no member of their household has been diagnosed with COVID-19, etc.

Budget Vote and Election. Executive Order 202.26 states that School District and Public Library votes and Trustee Elections are scheduled for June 9. The Library Board passed a resolution on April 27 adopting the same budget and tax levy as the 2019/2020 budget. Therefore, there is no need for a public vote on our 2020/2021 budget. The Library Board passed this resolution to ease the financial burden of the Jericho community. In addition, the minimum signature requirement for Trustee petitions are waived.

Keyless Entry. Digital Provisions installed a keyless fob entry system as an upgrade from our key based doors. This system is a more secure entry method as we can limit access to certain areas of the building to the appropriate staff.

Carpet Cleaning. The carpets and chairs in the building were professionally cleaned as a safety precaution for staff and patrons.

HVAC Duct Cleaning. Cunningham Duct Cleaning has sanitized the HVAC ducts throughout the building. This was a major project that was completed over the course of 3 days. This routine maintenance work was scheduled for this year.