

Director's Report

September 18 – October 10, 2014

The highlight of this period was the 12th Annual Jazz Festival, which attracted over 3,100 to the 15 sets. Featured performers were guitarists Stanley Jordan who drew over 295, Ben Lacey whose two sets had over 375 and the legendary Bucky Pizzarelli, who had over 265. Noteworthy performances were given by Steve Adelson who had 237, Bakithi Kumalo; Paul Simon's bassist, had 238, the Rachel Z group drew 234 and Frank Vignola and Vinnie Raniolo had 237. The Jazz Festival will be followed by the October 23-26 Long Beach Roxx NY Festival. Another highlight was the commencement of the lighting project with the signing of contracts and the first contractor, engineer, owner meeting on October 7th. The contractor acknowledged the "proceed date" of October 3rd with the substantial completion date tentatively scheduled for January 15th. Additional details are in the Follow-Up section. The third noteworthy event was the Board's public work session on a West End Branch Library. The 75 minute session led by West End Neighbors President John Bendo reviewed and amended his questionnaire; unrevised copy included in the packet, comprised of eleven (11) sections. Questions related to demographics, program offerings, library materials, technology, community services, a café and hours of operation. Some of the suggestions were to add an age group under 5 and to specify age ranges in the demographic section, the technology section should include training on devices, in the Community Services section substitute a question on the desirability of community group meetings, regarding the schedule include only one open ended question and ask the purpose of the visit and eliminate any question on financing the branch. This period also saw interviewing for the Librarian I vacancy precipitated by the March retirement of reference librarian Faye Heft. Since four candidates tied for the number one slot with a score of 100 and one additional candidate was in-house seeking a change in departments, five applicants were interviewed. See the Personnel section for the result and recommendation. Finally, the Area 1 meeting of Library Trustees is scheduled for Tuesday, October 14, 7:30 at the Lakeview Public Library. The two item agenda includes the nomination of the Area representative to the NLS Board, who is currently Joseph Carroll from the Baldwin Public Library and is eligible for another term and a discussion of the Revised Resource Sharing Code, which has been approved by the Member

Library Directors and is now subject to votes by Library Boards. With respect to the following agenda, the objective is to clean-up loose ends from previous meetings.

Point Lookout Flood Insurance:

As reported last month and augmented after the September Board meeting, Salerno Brokerage, the Library's insurance broker of record, has obtained the following quotes from Wright National Flood Insurance Company, the only underwriter for this insurance, for contents valued at \$200,000 for one (1) year:

- A premium of \$3,982, with a \$1,000 deductible
- A premium of \$3,584, with a deductible of \$5,000
- A premium of \$3,254 with a deductible of \$10,000
- A premium of \$2,682 with a deductible of \$20,000

Regarding the contents valued at \$200,000, the dollar value of 8,793 items of library materials; books, electronic devices, films, recorded books, etc. entered into the ALIS computer system was \$183,852 in mid-September. With respect to the furnishings, shelving alone was purchase at a cost of \$12,835, while the reference desk, table and computers were brought from the former branch and cost at least \$2,000. This does not include the carpeting, which was purchased and installed for \$4,381 Thus, the alternate quote with a value of \$100,000 is not comparable. Finally, the fact that the owner does not carry or recommend flood insurance because the elevation in Point is higher than Long Beach, which may result in less flooding, is another matter. Please note the budgeted amount of \$2,500 was estimated in the spring and in consultation with Ms. Aiello. **What is the Board's pleasure?**

Point Lookout Pilates Program Instructor Fee:

As you may remember, Victoria Fries, qualified Pilates instructor and personal trainer for twenty years, provided an exercise program for one (1) hour over the course of five (5) weeks during the summer at the Point Lookout Branch. She proposed a fee between \$70 and \$80 an hour; however, the Board countered with a \$60 fee, which she accepted subject to

reconsideration if the class was repeated. The program was fully registered with twelve (12) participants, although there was a charge of \$25 and actual attendance declined as the program progressed into August. With another course offering from October 20 through November 17, Fries is requesting reconsideration of her fee to \$75 per hour. Parenthetically, from a philosophic perspective, the Director does not believe the Library should charge for the course, as there is no such charge for main library participants; therefore, it's inequitable and it could be deemed exclusionary. **What's the Board's pleasure regarding the providers fee and the charge?**

Good and Welfare Policy--- Public Participation:

Pursuant to the September Board meeting, attached is a draft policy entitled Public Participation --- Board Meetings. The draft stipulates "...there shall be portion(s) of the meeting designated as Good and Welfare, which shall be devoted to public questions, comments, etc." Since there have been various interpretations of public participation, the draft has two questions (2), as follows:

1. Does the Board wish to include the opportunity for public input after each agenda item?
2. What is the duration of each comment?

The Board is reminded, that the Guidelines for Public Participation adopted in January 2014 already has these guidelines, which allot three (3) minutes to each speaker. Since the Board may wish to review those Guidelines and merge the two documents, it is also attached.

Back-up Computer Service:

Tabled from last month is the June suggestion from Trustee Parr regarding back-up computer services should the Technology Librarian become indisposed. To that end, a Request for Proposal was developed and sent to five (5) computer companies, with three responding as follows:

- Corstar, the ALIS vendor, is \$115 per hour for a block of 100 hours of service and \$120 for a block of 50 hours. Their non-contract rate is \$140 per hour.

- Chips, the vendor that solved the computer problem last summer, is \$135 per hour for a block of 100 hours and \$140 per hour for a block of 50 hours.
- All Sector, a not for profit computer vendor, is \$145 per hour.

As discussed at September's meeting, the current staff does not possess the technical expertise to perform this service; therefore, a technology vendor is one course of action. Another alternative is the time and materials method with a vendor, which was used when the Library experienced a problem in the summer of 2013. Further, since this was suggested in June, it was not included in the 2014-15 budget. **What's the Board's pleasure?**

Meeting Room Request:

There is one (1) meeting room request and that comes from the Ocean Court Condominium for November 12 for two (2) hours. The expected attendance is 20, there will only be an annual meeting each year, the applicant was informed of the Library's guidelines and other condominiums conduct meetings in the Library

iHelp Ribbon Cutting:

The Mental Health Association of New York City has scheduled a Ribbon Cutting Ceremony to announce their iHelp: Sandy Stress Relief software on Wednesday, October 15 at approximately 10:30 a.m. While the Assistant Director will be in attendance the Director will be at the Directors monthly meeting.

Old Business:

There are several items that remain unresolved from previous meetings, as follows.

Regarding the proposed plaque for the Point Lookout Library. The size is 8” X 10” in bronze, at a cost of \$364.90, which was approved by a 4-1 vote. The proposed inscription, yet to be finalized, on the plaque follows:

A Good Book

Is The Best of Friends

The Trustees of the

Long Beach Library

Dedicate the Point Lookout Branch Library to

The Residents of Point Lookout

Name of each Trustee

Date

In a July 8th email Trustee Dwyer requested a Board review of the Program Policy, which is attached hereto but was tabled in August and September.

In a July 7th email Trustee Dwyer suggested a “discussion of use of Point and other resources after hours.”

Trustee Dwyer indicated a desire to discuss the Library newsletter’s dateline. For the Board’s information, please note the following regarding the dateline. Organizational events submitted to the Library by the tenth of the month before publication are included. (EG) an organization that has a November event should submit the information by October 10th or so for the November newsletter. Any Long Beach School District organizational event can be accepted contingent upon constraints of newsletter space. However, with the advent of EventKeeper and as the staff becomes more familiar with its capabilities, this may expand with the Board’s approval.

New Business:

The Board may be addressing a lease for a new West End Branch Library.

The Long Beach Art League's new President Dena Fina requested time to address the Board regarding the gallery lighting. While no details of their presentation was provided, it can be reported that some fixtures had to be removed last winter because the electrical load on the switch burned it out. When the switch was replaced, some of the fixtures were removed to preclude a hazardous situation. With the lighting project, the track is remaining, the heads are being replaced with LED lighting and there should be more illumination and perhaps additional fixtures could be added.

Follow-Up:

Pursuant to previous Board actions, please note the following responses. The lighting project contract was signed by the Library on 30 September and Facility Solutions Group, Inc. on 3 October. The initial job meeting was conducted by H2M engineer Michael Lantier on October 7th during which Lantier established January 15, 2014 as the tentative substantial completion date, Mike Roy of Facility Solutions will be the project manager and Lawrence Koh will be the project engineer, the work day could be from 8:00 am to 10:00 pm but there will be no overtime for nights and weekends, job meetings will be conducted on as needed basis but could be weekly and there may be some disruption of patron access, as sections are closed off for work. Regarding project financing, two-thirds of the package are now known, as follows:

EcoMedia	\$70,000
<u>State Construction Award Proposed</u>	<u>\$47,740</u>
Financing in place, sub total	\$117,740

The one outstanding award is the PSEGLI rebate, which will be filed shortly by the contractor and is subject to an inspection by the utility. Once that is known, the local share is fixed.

Regarding the computer replacements, only the four (4) Google Chromeboxes have not been received; however, they have been shipped. The laptop and desktop computers and printers have been received.

The two programs predominantly funded by the Huntington Arts Council have not occurred before the writing of this report.

News Tidbits:

Following a two year hiatus imposed by the impact of Sandy, Nassau Community College courses at the Library are under discussion. For the spring semester, Saturdays 9:30-12:30 is the best option, given our current schedule.

The 2015 Annual Library Trustee Association Trustee Institute is scheduled for Syracuse on May 1 and 2.

Having obtained an estimate of \$76,437 from Presray for window barriers to eliminate water intrusion, EcoMedia has been duly informed, which will probably preclude grant funding. As a result, the Library will return to the original preventive method of window caulking, plywood and 2 X 4 braces.

The Ebsco Professional Partnership Group seeks to place a Courtesy Charging Station in the Library. The station charges nearly 100% of all devices and would eliminate wires trailing along the floor as patrons seek to charge their devices. At a cost of \$1,395 for two (2) years, the station is funded by a private sector donor who can advertise through the customizable/interchangeable display atop the unit. Ebsco has asked that we solicit for such a donor.

With respect to library activity, monthly borrowing was 19,030 compared to last September's 19,604 and total borrowing for the first quarter was 60,474 compared to 2013's 69,588. For September, holds filled were 2,183 compared to 2013's 2,306, remotely placed holds

were 1,508 contrasted to 2013's 1,660 and remotely performed renewals were 1,808 vs 1,922. Borrowing at Point was 1,073 compared to 2013's 1,184. Adult computer use at main saw 1,478 unique users who logged 3,591 sessions contrasted with last year's 1,485 users and 3,788 sessions. Youth Services users totaled 522 compared to last year's 307. At Point there were 43 computer users. Visitors at main totaled 19,102 while at Point there were 666. In addition to the Jazz Festival, program highlights were as follows:

○ Alba Consort, grant program	160
○ Carol Burnett	110
○ Line dancing	50
○ Fall prevention	45
○ Joe, film	38
○ Winning the Life Derby	35
○ Harry and Edie, dramatic presentation	35

Co-sponsored program highlights were:

• The Avanti Society's Mary Lamont Trio concert	195
• City of Long Beach sewer lateral program	170
• Community Organizations Against Disasters (COAD), meeting	45
• Jewish Women, local history presentation	37
• Long Beach Art League, monthly meeting	34

Finally, the Library thanks the Friends of the Library for their fall plantings in the garden

Personnel:

Since the appointment of Michael Simon as Assistant Director in September 2012 and the retirement of Librarian I Faye Heft in March 2014, the main building has been short two (2) full time librarians. The remaining five (5) librarians and Mr. Simon have borne the brunt of 63 weekly public service hours. Even the Director has remained later to cover occasional illnesses and shortages. As a result, non-public service responsibilities have been shirked; Ms. Buss has not attended to local history, Mr. Boccia has fallen behind routine maintenance of computers,

Ms. Pollis has not been able to devote time needed to the career section and related patron appointments and Ms. Ashford has not been able to devote time to non-fiction collection development. Further, staff development opportunities have been missed because there were insufficient staff to provide public service. To remedy the situation while recognizing the tax cap implications, it is recommended that one (1) full time and one (1) part time librarian be hired from the civil service list. That list, established in July 2014, contained four (4) candidates who scored 100 and were the pool from which a selection had to be made. It was augmented by another in-house applicant who requested a change in departments. Messrs. Simon and Trepp interviewed all applicants from late September through early October. Following the interviews, we agreed that the choice was between two candidates, Cynthia Nielsen who is a part time librarian at three libraries and Dana Tomlin, who is a full time librarian at the Lakeview Public Library and currently a Sunday and Monday night librarian at Long Beach. There was not much daylight between the two candidates and both were taking the advanced certificate administration program; however, after discussions with classmates in Mr. Nichols administration class, it was decided, contingent upon Board approval, to offer the full time position to Ms. Nielsen and the part time position; some nights and Saturdays, to Ms. Tomlin.

