

## Director's Report

November 20 – December 5, 2014

Because only twelve business days have elapsed since the last Board meeting, this agenda and report shall be quite brief. During this period, the focus was on implementing the Board's actions from the November meeting, the West End Branch and continuing work for the audit. With respect to the Branch, administration was provided the keys on November 13 and planning immediately started, as paint color and matching carpeting; the latter to be bid, were selected and the sign Future Home of the West End Brand Technology Center was posted in the window. By then, administrators and custodians had visited the prospective branch several times and had noticed a persistent odor, which was earlier reported to some Trustees and noted in discussions with the owner. Following a weekend during which the back windows were opened and a fan continuously run in an attempt to dissipate the smell; to no avail, administration informed the Board President and decided to retain EnviroScience Consultants who visited the site on December 1<sup>st</sup>. Soil and air samples were taken, with results expected sometime next week; however, the carpet bidding was not delayed should there be a minimal problem. At this stage, the Library can only take one step at a time. With respect to the independent audit, it will not be ready for the December meeting, as the auditors are still working on the value of compensated absences and appraisal questions; value of the book stock. Some of this is interpretive, as the current and former auditors view some matters differently. Regarding the Little Free Libraries on the boardwalk, they were brought to main on Friday, December 5th for storage during the winter. With respect to the lighting project, work will commence Monday, December 8<sup>th</sup>. Related thereto are two (2) possible additions to the work; installation of two floor outlets for the Crayon Kiosks to maximize use, as currently only three of the four stations can be used because of a trip hazard with the power strips and installation of twenty (20) batteries in all exit signs, as they were quite dim during the December 3rd power outage. Finally, Mr. Simon is working on replacements for the auditorium projector and DVD player, as both are generations old. These new pieces would be funded by the Skelos grant. That said, the abbreviated agenda follows.



Should the Board approve, consultation could then open with the MacDonalds.

Old Business:

Pursuant to the Board's request for Point Lookout flood insurance coverage at a lower content value, please note the following. Salerno Brokerage, the Library's insurance broker of record, has obtained the following quotes for one (1) year from Wright National Flood Insurance Company, the only underwriter for this insurance.

For contents valued at \$200,000

For contents \$100,000

- A premium of \$3,982, with a \$1,000 deductible. Premium of \$2,449; \$1,000 deductible
- A premium of \$3,584, with a deductible of \$5,000. Premium of \$2,184; \$5,000 deductible
- A premium of \$3,254 with a deductible of \$10,000. Premium \$2,003; for \$10,000 deduct.
- A premium of \$2,682 with a deductible of \$20,000. Premium \$1,655; \$20,000 deductible

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. Further, the Board had inquired if ordering the flood insurances for the Branches simultaneously would result in a discounted premium, the response was NO. 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?**

Follow-Up:

With respect to the November's Board actions, please note the following. The databases approved by the Board have been ordered with final pricing contingent upon the number of libraries participating in the group purchase. Similarly, the charging station has been ordered and is expected by the end of the month. The H2M engineer leading the lighting project was notified of the Board's selection of the pendant fixture and the contractor has corrected the insurance certificates; consequently, work is expected to commence shortly. Indeed a walk through is scheduled for Friday, December 5, 8:30 a.m. The repair order for the two front door sensing devices was emailed but not received; consequently, it was sent again on December 2<sup>nd</sup>. The FECS contract was signed by the Director and their counter signature is awaited, as two possibilities are considered. One to assist the custodian in cleaning the other to assist the local history librarian in photocopying local history clippings onto acid free paper. To comply with State auditing requirements, the safes for main and Point have been purchased and finally the plaque for Point has been revised and ordered. Finally, a Qigong class led by Elizabeth Connors will be scheduled for the Point Branch on Tuesdays at 2:00 P.M, starting January 20th. While this may not be the day that was requested by one patron, it was mutually agreeable to the provider and the unit head. The program will be advertised in the January newsletter and is limited to twelve (12) based on a site visit by Ms. Connors, who will be compensated at the same rate that she received for her Tai Chi Chuan class at main. If the 2:00 p.m. slot does not work because of conflicts with branch users, the program will be moved to 1:00 when the facility is closed. Administration remains committed to Wednesday programming at the Point; however, there must be some discretion as to what those events will be in light of the staff that will be scheduled to cover. Finally and pursuant to Trustee Dwyer's request, attached are the adult programs and their attendance for November.

News:

The New York State Health Insurance Program recently announced the new rates for 2015 and they are as follows:

- Individual \$805.05; an increase of 4.34%

