

Director's Report

April 23 – May 15, 2015

Activities during this period have been focused on the West End Branch and budget presentations. Following the May 6th special board meeting, orders were placed for the circulation desk, the Pirouette nesting tables, the Strive nesting chairs, four (4) Dell computers, two (2) Apple iMacs, the Crayon Kiosk, three (3) iPads, shelving, signage and casual furniture. At this writing, the dedicated electrical circuit was installed by Bob Fink Electric on Tuesday, May 12, Verizon completed the installation of the data and telephone service on Friday, May 15 and the sign was being installed Friday, May 15. Cabling for the eight computer units (seven computers; six public, one staff and one printer) will be scheduled shortly. If all goes well, carpet installation will commence Wednesday, May 20th, as some days were lost to electric work and requisite repairs. With respect to the Pirouette nesting tables, there was an error of \$675; however, the Board unanimously approved the additional amount via an email vote to avoid any delay. Similarly, the Crayon Kiosk and accompanying iPads were \$134.88 more than anticipated, despite a reduced iPad cost of \$20 apiece. The piece that has not been ordered as yet is the \$1,760 mobile shelving unit, as Mr. Simon identified another option. Further, and although the Board authorized the purchase of the printer and scanner, administration is attempting to identify a solution that would combine copying, faxing, printing and scanning capabilities; however, that seems unlikely. The copier will be supplied by Coast Copy at no cost but it's too expensive for the vendor to incorporate the scanner and an all-in- one unit cannot be adapted to the five (5) free copies currently provided at Main; consequently, four pieces of equipment may be needed. With respect to materials, the branch will only have new adult books and films; only those dating back to March 2015. Nearly 65 books have been ordered thus far and additional titles have been ordered but these are prepublications. Mr. Simon is working with the film supplier for new titles and the iPads will have 60 educational games. Finally, the Director has forwarded a proposed seven (7) month lease extension to the owner and added the branch to the heating, ventilating and air conditioning service contract. To conclude, **this is a work in progress and not everything will be ready at the outset; however, it is believed that the community is understanding.** With respect to budget presentations, the Director has appeared at the High,

Middle and West School PTAs, Canals, Lido Dunes, West End and Westholme Civic Associations and the reception has been favorable. Finally, this weekend features the 13th Annual Cabaret Festival produced by Susan James and Artists in Partnership. There will be performances Friday and Saturday night starting at 7:30 and Sunday at 2:30, while Thursday night featured several high school students in a master class workshop with Rob Lester, cabaret critic. Regarding the agenda, there are several miscellaneous issues, an old business item requiring clarification and three (3) personnel matters, as follows:

Linked Patron Policy:

Six years ago, the Automated Library Information System (ALIS) developed a Linked Patron Procedure, which enables staff to circulate reserved items to those patrons listed on the form in the event the patron who reserved the item could not appear at the Library and to permit parents to more easily review the items circulated to their children. Recently, there have been incidences of patrons attempting to use the Linked Patron procedure to extend borrowing beyond the initial circulation period and the two allowable renewals and other patrons attempting to borrow additional materials above that permitted for a specific category. (EG) the limit for films is four (4) and the patron tries to borrow six (6) or eight (8), asserting the additional items can be checked out to the person listed on the form. To preclude this procedural deviation, a policy has been formulated and is attached hereto for the Board's consideration.

Opt 4 Stacking Chairs:

The current budget includes funding for twenty (20) Opt 4 chairs and a transport dolly in anticipation of programming at the Point Lookout Branch. Pursuant to a New York State contract each chair is \$154 and the transport dolly is \$190.50. These chairs are both comfortable and lightweight, making them easy to maneuver, and are priced at \$3,270.50, which is \$138.50 more than budgeted. Because that equipment line included \$3,376 for children's room computers, which were funded by a Comfort Long Beach grant, funds are available. **Parenthetically, if the Board so desires, these chairs could also be purchased for West End programming.**

Bizhub Copier, Fax and Scanner:

Since Sandy, there have been numerous public requests for color copying, faxing and scanning capabilities. The Konica Minolta Bizhub 224e offers such capabilities and **can be leased** at an Alliance Statewide Contract price of \$175.57 per month for 36 months; the purchase price is \$6,070.32. Along with that monthly lease, \$20 additional is for a service contract. The telephone line would be a separate cost. The thinking behind the lease is that much of the cost and service could be recouped, as faxing service at the neighboring grocery is \$2.00 for the first page and \$1.00 for every page thereafter. Color copying and scanning could be yet another charge, which is not extant now. Indeed East Meadow and Merrick have these copiers and both indicate the revenue meets or exceeds the lease cost. **What's the Board's pleasure?**

Meeting Room Request:

There is one (1) meeting room request from Long Island Fitmoms and Long Island Fitkids for a Minecraft Club. Minecraft is a game that enables players to build, using textured cubes in a 3D generated world. Other activities in the game include exploration, resource gathering, crafting, and combat. Multiple gameplay modes are available, including survival modes where the player must acquire resources to build the world and maintain health, a creative mode where players have unlimited resources to build and the ability to fly, and an adventure mode where players play custom maps created by other players. This request is to enable a club comprised of children six and older who have a tablet or mobile phone to meet in the Library and play the game in a supervised environment every other Friday through August, with an expected attendance of 15. Children without the requisite device can sit in and share the experience. The applicant, Adele Arkin, has been advised of the guidelines including the need to attend the meeting.

Main Library Testing:

Pursuant to the Board's request for proposals to test the environment at the main library, please note the following submissions:

- AirTek - A hygienist will conduct an investigation to identify the presence of mold or mold precursors, interview staff, conduct seven (7) mold sampling tests depending on site conditions and prepare a report with recommendations based on the results of the investigation. The cost is \$1,560.
- H2M - H2M will collect up to twelve (12) air samples; ten (10) within the building and two (2) outside for comparison purposes and prepare a letter report summarizing the findings. The cost is \$1,900.
- Professional Building Inspectors - This firm proposes seventeen (17) samples based on the square footage of the building or approximately one (1) sample per 1,500 square feet plus one (1) exterior sample for control purposes and submit a written. The cost is \$2,415.

Indoor air Quality Solutions and Mold Pro did not submit proposals as of this writing. **What's the Board's pleasure?**

Old Business:

After several months of tabling the proposed policy for health insurance in retirement for Library administrators, the Board, at the April meeting decided upon the statutory minimum and twenty (20) years of service to qualify for future administrative staff. At the January 21st meeting, the Board had stipulated that current staff would be grandfathered into the current policy. In an effort to clarify, the attached policy is for the Board's consideration. To summarize, the current policy enables the staff to retire with ten (10) years of services and receive 100% of the premium, which premium is frozen at the rate at the date of retirement. Going forward, the employee pays the difference between the extant rate and the rate at retirement. It is recommended that current administrators also qualify at ten (10) years but their health insurance premium rate at retirement be based on their contribution at the time of retirement, which shall be deducted from the 100% and that shall be the basis of their premium. (EG) If the employee contribution is 11.5%, then the premium base would be 89.5%. The employee then pays the

difference when the rate increases. For those future administrators, the rate shall be the Statutory Minimum and twenty (20 years becomes the qualifier. **What's the Board's pleasure?**

Follow-Up:

With respect to previous Board actions, please note the following responses. Overeaters Anonymous, which had been previously tabled, has withdrawn their application. The Library has confirmed the Monday, Wednesday and Friday free lunch distributions with Island Harvest. The Director has informed the Superintendent, who will advise the appropriate staff, and some local activists. All items save the barcode scanner, fax machine, printer, scanner and mobile shelving unit have been ordered. Administration is exploring another mobile unit, which should be ordered within the week and the other equipment soon. Since the branch sign was being installed on May 15, the Staples sign was not needed/ordered. With respect to the Foundation Directory Online request from Denise Tangney, there are three offerings ranging from \$399 to \$1,499, as follows:

ESSENTIAL	PREFERRED	PROFESSIONAL
<i>Start by finding funders</i>	<i>Explore more with 3.4 million+ grants</i>	<i>Gain access to all tools and data</i>
SIGN UP NOW	SIGN UP NOW	SIGN UP NOW
100,000+ GRANTMAKER PROFILES	100,000+ GRANTMAKER PROFILES	140,000+ EXPANDED GRANTMAKER PROFILES
500,000+ KEY DECISION MAKERS AND LEADERS	500,000+ KEY DECISION MAKERS AND LEADERS	500,000+ KEY DECISION MAKERS AND LEADERS
KEYWORD SEARCH 990-PFs	KEYWORD SEARCH 990-PFs	KEYWORD SEARCH 990s AND 990-PFs
WORKSPACE	WORKSPACE	WORKSPACE
	3.4 MILLION+ GRANTS	3.8 MILLION+ GRANTS
		POWER SEARCH
		MAPS AND CHARTS
\$399/yr. SAVE \$16.77 EACH MONTH	\$999/yr. SAVE \$46.74 EACH MONTH	\$1,499/yr. SAVE \$75.07 EACH MONTH

The database is available at Levittown, there is a contact person who assists patrons and an appointment is suggested, as it may be in use if a patron were to just pop in. With respect to Long Beach use, there have been occasional requests for grant writing material.

Information:

With respect to the needs survey for the West End Branch, which had 569 submitted and 353 completed, please note these preliminary results, as of Thursday, May 14.

- 71% of the respondents came from East Atlantic Beach, West End, Westholme and the Walks.

- WiFi capacity ranked number 1 by 71% while 63% ranked computers and printing as 1, 53% had copiers as 1 and 47% had fax/scanning as 1.
- With respect to adult programming, 34% had tech training as 1, 14% had craft programs as 1 and 11% had film programs.
- With respect to children's programming story time was 1 followed by homework help then craft programs
- For tweens, homework help ranked 1 by most with information on volunteerism second and book groups third.
- Regarding material, new books was first followed by children's books and films for adults and children's books.
- Regarding the schedule, Tuesday was the lowest rated day; consequently that should be the day closed, with preferences for mornings afternoons and evenings.
- 69% of the respondents were women.
- Unfortunately, 75% of the respondents were 45 and over.

Library activity for the month of April was highlighted by programming, as there were a total of 186 programs attracting over 4,200. This compares favorably to last year's 167 programs, which attracted over 3,800. Interestingly, while the number of adult computer users at main declined by 25 in a comparison of March 2015 and March 2014, the number of sessions increased by 96. For Point the total number of computer users were 61. In the youth services department, there were 299 users and 401 sessions, as statistics are now compiled through the same software as in the adult department. The patron count in April for Main was 32,704 and Point had 790. With respect to borrowing, electronic circulation continues to do well with 1,599 compared to last year's 1,221, a 30.9% increment, and remote renewals are rebounding with 1,674 compared to 1,552; however, print, film and sound recording circulation continues to decline

Miscellaneous items include the following. A note of thanks to Charlie Kenny of Kenway Construction who donated five (5) Little Free libraries. These donations will be painted by

children's department volunteers while the original four will be relocated to the Boardwalk in June.

The Industrial Development Agency hearing for the iStar Boardwalk development will be conducted in the Library on Wednesday, May 27 in the evening. The Library was able to accommodate the City's request by moving the Sons of Italy, with their approval, to the smaller program room and the Chess Club to the Children's area. The Director advised the City Manager that this was another one he owes the Library.

Personnel:

There are three personnel actions for the Board's consideration, as follows. To fill the full time vacancy created upon the resignation of youth services librarian Margaret Capobianco, it is recommended that Dana Tomlin be appointed from the extant civil service list. Of the four top scorers with a final rating of 100, Cynthia Nielsen had previously been selected for the adult department and is working quite well, Grace Palmisano declined a children's position, leaving Ms. Tomlin and Gloria Romano. Ms. Firth and the Director interviewed both candidates and the unanimous choice was Ms. Tomlin because of her library experience; full time at Lakeview Public Library and Sundays at Long Beach, her enthusiasm and academic credentials. Unfortunately, Ms. Romano despite her enthusiasm, has little experience. If there is another vacancy, the field moves down to the thirteen (13) who scored an 85 and constitute the next tier in addition to Ms. Romano. In conclusion, Dana Tomlin is recommended for the full time children's position, effective at a mutually agreeable date, at the contracted wage for Librarian I. The second action is the previously discussed Librarian III promotional, as Civil Service issued the list in late April with three (3) eligible candidates, one of which is Jennifer Firth who currently heads the Youth Services Department. While all three eligibles were tied, only Ms. Firth has supervisory experience in the Library and is taking the library administrator certificate program taught by Gerald Nichols. It is therefore recommended that Ms. Firth, who has 28 years of experience, be promoted to a Librarian III, effective July 6 with the contracted promotional increment of \$2,600. **Finally and regretfully**, full time clerk Tara Scully will be resigning effective May 29th to take a position at Molloy College for much better compensation. This is a

big loss, as Ms. Scully was the go to person for statistics and ordering. Unfortunately, this is a civil service position and although a list had been requested, civil service is just at the beginning of this process. **Further, this will complicate Main/West End Branch staffing, as the plan was to rotate main library staff through the branch but this will leave main short. The answer may lie in a provisional appointment.**

Executive Session:

At this writing there are NO executive session matters.