

Director's Report
January 18, 2017

I'd like to take this opportunity to wish everyone a very happy, healthy, and productive New Year. I would also like personally, and on behalf of the Library staff, thank Trustee Carol Arnone and the Avanti Society for the wonderful Holiday Luncheon that she brought to the Library on December 20th.

On Saturday, January 7, we experienced an unexpected snow storm. In the interest of safety to staff and the public, I closed the Library at 1:00pm. In monitoring the Nassau Library Directors' listserv – there were at least 32 libraries that closed early that day. We were able to reopen on Sunday.

Montauk Carpet completed the installation of carpet tiles in the Youth Services Office on January 3. They worked quickly, cleanly and quietly and were able to complete the job without interrupting service in the children's area – and it looks good, too!

Requests for Proposals for Cleaning Services have gone out and were published. We are scheduled to have the "bid opening" on January 16 at 3:00 pm. Jill and I have done a few "walk-throughs" with some company representatives and we have received a few bids which must remain sealed until 1/16.

We were all saddened to see Dana Zawol leave to accept a position with the Rockville Centre School District. We wish her the best. We have advertised to fill her position on a part time basis, initially. We hope to start interviewing soon.

On another sad note, Jeanne King, a part time circulation clerk for more than thirty years will be retiring as of Thurs. Jan 12th. She has been an integral member of the Library staff and will be missed by her co-workers and the many, many patrons that she has served. Thank you, Jeanne, for your years of dedication and service!

I was contacted by the Library's CSEA liaison who asked for dates to begin contract negotiations. Library Attorney Madalena would like to spend some time with board members reviewing the expiring contract and formulating a pathway going forward. We anticipate a start date for talks with the union in Feb. or March.

I met with Trustee Mosca to review the goals that came out of the Strategic Planning meetings with community organizations. I am now in the process of setting up staff workgroups to develop activities that will meet these goals. When this is completed we will have the basis for our five year plan. I anticipate that this will be done over the next few months.

We have received Long Beach Civil Service lists for a) Assistant Library Director and b) Librarian 1. I have canvassed the top candidates on these lists to determine if they are still interested. I would like to begin interviewing as soon as possible.

Ms. Tanya Suarez-Matos begins her final class in her pursuit of an Advanced Certificate in Public Library Administration. She has requested approval of tuition reimbursement in the amount of \$1300. She is aware of the contractual requirements necessary to qualify for reimbursement.

The Nassau Library System has requested that member Library Boards of Trustees vote to approve the revised NLS Resource Sharing Code at their January 2017 meetings to facilitate their receiving approval of the NLS Plan of Service. A major goal of this revision was to “improve the quality of the experiences of library users...”

I have tentatively arranged for a Staff Development Meeting on Tues. morning, Feb. 14th. Andrea Snyder, from NLS Outreach Services will run a workshop on improving library customer service, using real case scenarios to start discussions on best practices.

Although we slipped from first place in digital audiobook downloads for the first time in many months, I anticipate the “January spike” will put us right back.

Staff Reports

Ms. Ashford reports that her plans for an Adult Animation DVD section are under way. This section is an “outgrowth” of her vastly popular Graphic Novels collection. These DVD’s will be housed in the new non-fiction DVD section which has been thoroughly weeded. She has arranged for signage and labelling to differentiate them from the rest of the collection. She also reports that patrons have begun calling the Reference Desk for appointments for AARP Tax Assistance. This is the first time that we’ve used an appointment system.

Phil Boccia was able to assist 8 people in his “Ask the Tech Guy” program last Wed. Most of the questions involved mobile phones. He also helped the Youth Services Dep’t remove and reinstall all the computers in the YS Office while the carpet was being installed. Phil replaced 8 old PC’s with new All-in-One units at the Reference Desk and the Circulation Desk.

Mary Aileen Buss has set up the “tax cabinets” for when the new tax forms arrive. Federal forms are expected in mid-January and NYS forms, sometime in February. She continues her progress on weeding the fiction collection and anticipates finishing in early summer.

Ms. Buss also curated the January display of Biographical Fiction books (located atop the New Non-Fiction shelves). There is an extended version of her print bibliography on the Library website.

Camille DiPietro and Natasha Drax attended the NCLA Media Services Division end of year breakfast and program. The program dealt with the resurgence of vinyl in the music industry. Most libraries agree that funding and space issues would not allow them to develop this collection.

Throughout December, Camille maintained the “book bundle” table, replenishing when necessary and removing items that didn’t circulate.

Natasha has been an enormous help in processing AV orders and sorting some very large CD donations. After the holiday season she hopes to get back to weeding the CD’s. She attended a panel discussion on helping the homeless at NLS. The panel consisted of supervisors from Department of Social Services and the Center for Independent Living.

Eileen Pollis had 2 appointments for individual help with resumes and applications and proctored 2 exams.

She fielded an unusual research question from a private detective in Chicago, who was trying to locate a business that was in operation in Long Beach in 1970-74. She was able to find some answers in our High School Yearbook collection.

Joan Yonish did some outreach visits to the Komanoff Center and to Park Avenue Extended Care where she was able to distribute Large Print books and DVD’s. She also ran a book discussion for 8 ladies – where they talked about *The Curious Charms of Arthur Pepper* by Phaedra Patrick.

Both branches reported a slowdown in activity for December – which is typical for the holiday season.

A changing table was installed in the bathroom at the West End Branch –thank you, Mike Scandy! Patrons have indicated that they are looking forward to children’s programming which will resume in mid-January.

Point Lookout reports that a poetry reading by renowned local poet, Claire Curtin, was well attended and well received. They are most appreciative of the “traction mats” that we installed at the library entrance.

EXECUTIVE SESSION:

- Bank changeover discussion
- Longevity policy