Director’s Report

It’s good to have Staff Day again! After two years of the pandemic, we have a full-day of activities in store, including speakers and other updates. Although we’ve been holding monthly All Staff meetings for the past several months, those have been hybrid; today is the first time we’ve *all* been in the same room together.

For the first time in years, the library is participating in the Halloween Parade on October 29. Our entry will be the Bee. Jenny’s last official duty before retiring will be driving the bookmobile in the parade. Other staff will walk behind her handing out library-themed fortune cookies. Any board member is invited, too, of course.

NEW BUSINESS:

1. Buildings
   1. Buildings Committee meeting report

Erin, Jenn and I met with Angela, Buildings Committee Chair, on Monday, October 3.

We updated her on the various on-going projects, but also wanted to start the conversation about evaluating our current locations, and future plans for additional book lockers, Annex renovations, and Main expansion/connector. The meeting was entirely informational. No actions are needed.

* 1. Quotes for Main HVAC replacement [ACTION]

We received three quotes for replacing the two rooftop units at Main:

Advanced--$16,703.73

JLS--$21,620.00

Limbach--$21,722.50

Scott is recommended that we accept the lowest bid as presented by Advanced. It does include a 2-year warranty.

* 1. Quotes for snow removal [ACTION]

Scott reached out to several companies, but only received one quote. M&M has been our snow removal company for several years. Their rates haven’t increased:

Labor: $60/hour

Ice melt: $19.00/50lb bag

Truck and plow with salt spreader: $65/hour

Skid loader with box blade: $65/hour

1. Move November’s meeting to Northside for an open house [Discussion / ACTION]

Last year was Northside’s 25th anniversary, but we didn’t hold a planned open house due to the pandemic. Now that the new landscaping is complete, I would like to move the November Board to Northside. The date and time, November 9, would remain the same.

1. Staffing
   1. Update HR Policy 4.9, Telecommuting [ACTION]

Our original Telecommuting policy was written before the pandemic. Now that we’ve moved to a time when telecommuting is more common, we’re proposing removing the requirement for a written agreement for each individual. Last year the board approved job description specific telecommuting percentages that supersede the need for written agreements.

* 1. Hire Cheryl Adams, Kingston Clerk, effective 10/3/2022 [ACTION]
  2. Service Awards