

**SUMMARY OF DIRECTOR'S REPORT**  
**Given to Board of Trustees January 14, 2020**

**DIRECTOR' S REPORT:**

Mrs. Brenner gave her report.

Window & Theater Chair Replacement. Mr. Bob Firneis and Mr. Stephen Spangler of Savin Engineers will be at the January 14 Board Meeting to discuss the proposed window and Theatre chair replacements. Mrs. Brenner has prepared a list of items to be included in the project so that all the construction managers are basing their proposals on the same information.

Budget 2020/2021. Mrs. Brenner has presented the Board with the 2020/2021 operating budget for their review and discussion.

State Minimum Wage. As of December 31, 2019, the State minimum wage increased to \$13.00 an hour. It will continue to increase annually until it reaches \$15.00 an hour. Mrs. Brenner explained to the Board that she is starting to see the effects of wage compression, which is a pay differential that is the result of the change in the State minimum wage law.

Donation. Mrs. Brenner sent a thank you letter to Dr. & Mrs. Peters for their continued support and generous donation to the Library.

Trustee Workshop. Caroline Ashby, Director of NLS, has arranged for a Trustee Workshop on Saturday, 1/25/2020, at 9:30 a.m. at Nassau Library System. Jerry Nichols, co-author of *Handbook for Library Trustees of New York State*, will be the presenter. Topics include: responsibilities of Trustees, the relationship between the Board and the Library Director and holding effective Board meetings.

Workplace Violence Workshop. Don Longo, consultant, presented a Workplace Violence Workshop on Tuesday, 12/3, as required by law. As a result of this workshop Mrs. Brenner has contracted with Mr. Longo to conduct a Facility Readiness Assessment of the Library on Friday, 12/20.

Facility Readiness Assessment. Don Longo, Active Shooter and Workplace Violence presenter, conducted a "walk-through" of the Library to evaluate the building and make security recommendations. His recommendations included to install transparent window film that are designed to be shatter resistant on doors, a key fob access system to allow a faster and more efficient access to rooms and areas that would provide safe haven and avenues of escape.

Emergency Exit Announcements. At the start of every Library program there will be an announcement notifying patrons where the emergency exits are located. This information is necessary for public safety in the event of a crisis situation.

HVAC Repairs. The rear entrance ceiling-hung heater is no longer functioning. The temperature in the Circulation area stays cold from the continuous opening of the automatic doors. In addition, the Mitsubishi wall-mounted unit in the TS Processing Office has ceased working and needs to be replaced. Mrs. Brenner contracted with our HVAC company make the necessary repairs.

Syosset Jericho Tribune. An article written by our local history librarian, Betsy Murphy, was featured in the 12/11 Syosset Jericho Tribune.

3D Printer Policy. Jerry Nichols, co-author of *Handbook for Library Trustees of New York State*, recommends that library boards review one policy per month. Mrs. Brenner has reviewed the Jericho Public Library 3D Printer Policy and has no update recommendations.

Jericho High School Community Fair. The Jericho High School Community Fair was held on Thursday, 1/9. Representatives from the Library were Roseann Lewandowski, Children's Librarian; Gina Patronaggio, Teen Librarian; Vanessa Jambrone, Head of Circulation and Carlos Munozospina, Head of Technology Services. We attend this popular school event as an outreach to the community. Staff members engage with parents and students distributing program pamphlets and brochures describing the various services the Library provides.