

SUMMARY OF DIRECTOR'S REPORT

Given to Board of Trustees July 16, 2018

DIRECTOR'S REPORT

Mrs. Brenner gave her report.

Interior Renovation. Mrs. Brenner informed the Board that Jim Lothrop will attend the 7/16 Board meeting.

NYS Bullet Aid Money. Mrs. Brenner received notice that the Jericho Public Library will be receiving \$15,000 in NYS Bullet Aid money. Bullet Aid is awarded through the State Senate and our local representative Senator Marcellino.

Drywell Repair. A drywell in the rear parking lot has been sinking. The damaged asphalt was removed; the broken drywell top dismantled and the well was built up by installing cement blocks. The asphalt was replaced and the area is as good as new.

AED. Chris Pierce of G.E. Pickering, Inc. met with Mrs. Brenner on Monday, 6/18, to demonstrate the AED device. He evaluated the building to determine efficient placement and the number of units needed. Chris recommended that we install 2 units; one on each floor. Staff training sessions are scheduled for Monday, 7/30, and Saturday, 8/4. Approximately 30 employees have registered for the CPR and AED training.

Stop The Bleed. Marvin Berg, Injury Prevention Coordinator at Nassau University Medical Center, will conduct a free program for staff on the "Stop the Bleed" campaign by the Department of Homeland Security. On Wednesday, 7/18, Mr. Berg will train staff as immediate responders who perform external bleeding control for victims before the arrival of professional responders.

Insurance Dividend. The Library was the recipient of a \$4,411 dividend check from Utica National Insurance Group as the result of our impressive safety record.

Auditor Engagement Letter. Cullen & Danowski, LLP, have forwarded an engagement letter to be signed by the Director and a Board Trustee. Cullen & Danowski, LLP, prepare the Library's annual financial audit.

Five Year Long Range Plan. Mrs. Brenner has composed and presented to the Board a Five Year Long Range Plan for the future needs of the Library.

Elevator Repair. Tuesday, 7/3, the Library lost power twice. Power was quickly restored but the outage blew the overload breaker of the elevator. Thursday, 7/5, Island Elevator replaced the damaged part and the elevator is now functioning properly.

HVAC Repair. On Wednesday, 6/13, 2 HVAC units malfunctioned. Inter-County Mechanical determined that unit #7 needed its draft inducer motor replaced and unit #1 had debris blocking the air flow and needed to be chemically cleaned. Both issues were addressed and the temperature in the Library is now cool and comfortable.

LED Pole Lights. LED bulbs have been installed in all the high pole light fixtures in our parking lots. This will improve the illumination of the space and is more energy efficient than the current incandescent bulbs.

Book Donations. Monday, 7/2, we will resume collection of donated items from the public for our annual Book Sale. The following Mondays are also collection dates: 8/6, 9/17 and 10/1.

Sunday Closing. Sunday, 6/24, was the first Sunday that we closed for the summer. The Library will reopen on Sunday, 9/9, for normal Sunday hours.

Local History Display Case. The theme of the July/August local History Display case is "Take a Hike". Our display case shows you some pleasant places to take a hike or leisurely stroll through some beautiful scenery.

Physics Bus. We are excited to host the Ithaca Physics Bus on Monday morning, 7/23. The mission of the Physics Bus is to awaken interest and creativity in physics for all ages. Children will participate in the mobile exhibition of upcycled appliance reimagined by kids which showcase physics phenomena and many other hands-on, positive experience to enrich their appreciation of science.

Museum Pass. We have added the Oyster Bay Railroad Museum to our impressive list of museum passes. This local museum, located in Oyster Bay, is open from Memorial Day to Labor Day.

Newsletter. Mrs. Brenner presented the Board with the July/August newsletter for their perusal.