

Director's Report

March 2023

Personnel:

Edward Bleecker part time custodian resigned effective 3/5/23

Building:

- Biblioteka delivered outside lockers on 3/22/23, Self-Check machine set up
- Door counter is installed and able to monitor via desktop and phone app
- Time clock used in a two-week period for staff familiarity. Will go live end of April. Able to monitor via desktop and phone app
- New burglar alarm installed able to monitor via phone app
- Andover Control system installed. Jersey State Control installed on my desktop to monitor
- Mechanical Engineer – Have narrowed it down to two firms. Once chosen by end of March, will move forward with asking for a pre-design evaluation first instead of accepting the entire RFQ package.
- Custodian Position advertised. The p/t custodian position will be removed from payroll on April 4, 2023.
- Turkeys – we have had numerous complaints from staff and patrons that Turkeys are chasing them in our parking lot. NYS DEC has issued me a permit to Legally Trap and euthanize them. US Fish & Wildlife will be setting up a bait trap to remove them.
- Background Check for prospective employees – I was very surprised to learn we do not conduct background checks for potential employees. I would like to start this service at the cost of \$25.00 per applicant

IT/Frontline:

- Frontline installed on every staff computer an icon to create a new support ticket. Tickets will be routed directly to Frontline staff.
- Frontline installed an internet line for the door counter
- Frontline installed a CAT6 cable for Jersey Controls for the control box
- Frontline is in process of installing four new computers purchased through RCLS at \$720 for Miguelina, Amy, QuickBooks computer and myself.

Director's Meeting & Trainings:

3/8 Director's Meeting

3/15 Intro to Mango Languages webinar

3/15 Engaging Employees in your strategic plan webinar

3/20 Narcan Training

3/21 RCLS COVID-19, NYS Libraries, and Ongoing Employer Obligations.

3/22 Compliance session with new director in person RCLS

Future

- Continue monthly meetings with department heads
- Finalizing agenda for next staff meeting May 5
- Begin promoting outdoor space for programs
- Work on the 5-year plan

Respectfully submitted,

Darlene Alessi

3/28/2023