

# Director's Report

April 18<sup>th</sup> –May 8<sup>th</sup>, 2023

## **Elevator Project**

The CIC met with BBS Architects on April 26, 2023.

- SED Approved!
- Project Schedule
  - To Bid: 5-5-23
  - Bids Due: 5-19-23
  - Award/Prepare Contracts: June 2023 meeting
  - Anticipate Shop Drawing: 7-1-23
  - Shop Drawings Return: 7-15-23
  - Manufacturers Lead Time (18 weeks): 11-17-23
  - Start Construction: January 2024 (as agreed during meeting)
  - Anticipate Award of Expedited Schedule: Construction Period 2-3 weeks

## **Top Level/Quiet Study**

According to BBS (April 26, 2023) meeting:

- Permit Issued: Sept. 2021
- Permit Expires: Sept. 2023
- Permit extension requires SED approval
- Drawings/Specs
- Statement regarding fire/building code
- Signed/sealed statement – no changes
- Code Compliance checklist
- Agreed to proceed with the extension request.

## **Roof Renovation Project**

The remaining 10% of the Construction Aid funding for the Roof Renovation project (\$10,800) was received (dated April 26, 2023).

## **Fire Alarm System Upgrade**

Johnson Controls commenced the Fire Alarm System Upgrade on Monday, April 17th, 2023. There has no disruption to library operations. The technicians anticipate the work to be completed in mid-May.

## **Plant and Facilities**

*Backflow Prevention Assembly Test:* was conducted on May 2, 2023 by contractor Lawrence Levy.

*Plumbing:* Universe Home Services replaced 2 pressure assist tanks in women's room (left stall and right stall) on the Main Level on April 28, 2023

*HVAC:* Lane Associates

- Checked and reprogrammed 3 thermostats, started and checked all units for cooling all ok except Main Level condenser has one defective fan motor. (4/13/23)
- Filter (Merv13) replacements (4/24/23)
- Removal and replacement of defective condenser fan motor, test operation and return unit to normal service. Motor, blade, capacitor (4/25/23)

### **2023-24 NYS Budget Advocacy**

The State Budget was finalized on Tuesday, May 2, 2023, funding has remained flat from last year: \$99.6 M for Operating Aid, \$34 M for Construction Aid.

### **Kantola**

Staff has begun taking the 2023 Kantola Harassment Training. Trustees have been sent the link as well.

### **Meetings/Events**

Trustees Handbook Book Club Discussion: Board & Director Relations – April 18, 2023

NLS Board Meeting – April 24, 2023

History Book Discussion: “John Adams” by David McCullough

MLD Executive Board – May 3, 2023

Respectfully submitted by Frank McKenna, Director

## **Staff Reports**

### **Jackie Lopez, Head of Children’s Services**

- Mother’s Day Crafts
- St. William the Abbot Kindergarten Visit
- Children’s Book Week, May 2-8, 2023

### **STAR WARS DAY SPECIAL STORYTIME**

Grab and Go Craft Kits: Come celebrate with us by listening to some great stories and making a fun craft!

- Seaford Manor SSC Kindergarten School Visit (Library Cards)
- Jacqueline Lopez, Kristina Fuessler and Lauren Glatt will be attending the Long Island Library Conference- Thursday, May 11th
- Open Play for all ages
- Children’s Staff baking and organizing for Book and Bake Sale (May 5-6th )

May- Spring Obstacle Course (located in the children's room designed by Sabrina Boglioli)  
Children's Movie: Sonic the Hedgehog 2

- Family Game Day
- Saturday Storytime
- Children's Book Displays for April:
- Jewish Heritage
- Cinco De Mayo
- Mother's Day
- Memorial Day
- Asian American and Pacific Islander Heritage Month
- Will attend the Head Children's Monthly Meeting with Renee McGrath (zoom)  
Monday, May 22nd

### **Ida Zaharopoulos – Head of Adult Services/Technology**

- Organized Book & Bake Sale for Friday, May 5th & Saturday, May 6th– Promotion, asking for volunteers to help with set-up, baking and selling. Cleanup after sale is over.
- Set-up new laptop – installed Microsoft Office, Norton antivirus
- Database Renewals – Attended Database Renewal Meeting
- Meetings - Marketing – Newsletters with Canva – April 21st
- May & June Art Exhibit with Eric – Photographs by Seaford resident Michael Better
- Assisted Jillian in furniture selection for the Adult/Teen area downstairs
- Librarian Trainee Tara Burns has been providing one-on-one technology assistance to Seaford residents. It has been very successful!

### **Kristen Jording – Adult Services**

- Assisting Frank with his presentation at the Long Library Conference on Thursday, May 11th
- Working on the promotional materials for EFASE. (posters, banner, and press release for newspapers)
- Working on the promotional materials for the Nassau Library tour (flyer, posters, press release for newspaper)
- Meetings: May 9th - Best Practices for Social Media Ads

### **Jillian Pelliccia - Teen Services**

- Revised quotes for chairs on downstairs level, narrowing it down after a couple of meetings with Frank and Ida
- Last TAG Meeting of the school year, kids helped with putting Summer Reading bags together
- Attending annual Long Island Library Conference

- Organized two programs for teens to help with book sale

### **Eric Wasserman**

#### Book Discussions:

- On April 26, we discussed the Long Island Reads book “A Speck in the Sea” with 18 people in attendance

#### Meetings Attended:

- “Approaches to Film Programming” NCLA Media Division on April 18
- “Long Island Reads Virtual Zoom Interview with the authors” April 23

#### Outdoor Concert Arrangements:

- All letters were sent off in the mail to the prospective cosponsors on April 26
- Art Display: Artwork for May and June was put up – “Landscapes” by Michael Better