

Frank J. Basloe Library
Trustees Meeting
February 8, 2021

Director's Report

There's been a lot happening at the library in the past month, and a lot of it has been problem solving. Last August, I submitted the application for the next DLD Construction Grant. One of the questions asks if we will need a certificate of occupancy once the construction is completed. I answered the question no, like I always have. The state came back asking me to verify that with the local authorities. We do not have one, so I asked the Village for guidance on the issue. Per Ralph Franco, Codes Officer, we do need a certificate of occupancy. He has started the process of getting us one. The first step involved him measuring the building and computing occupancy levels. The numbers he came up with seem low to me, allowing a total of 127 people in the building at any one time, with a maximum of 50 in the Washburn Room. I know we have often exceeded this number in the past. The next step will involve inspections of the electrical, fire and security systems.

On Friday February 5, I called for police assistance because of drug related activity which took place inside the library. One of our staff witnessed an exchange of drugs and money between two men in the main lobby near the front window. The police know the identity of one of the men involved and are investigating the matter. The incident was caught on camera and the investigating officer viewed the recording with me.

We have been discussing the new policy Mid York is adopting to cancel any and all fines owed to the member libraries that are over 6 years old. I've received a report indicating that we have about 960 bills out there that we will never be able to collect. The value of the lost items amounts to a little over \$16,000. Although the fines will be cancelled, the library directors have asked that Mid York not erase the entire record, which was the original plan.

Although our annual staff development day had to be postponed due to Covid, we are still continuing to work on staff training. We have all completed the annual Sexual harassment Prevention Training and are now starting a review of Workflows, our circulation system. Staff changes at Mid York are allowing us some additional opportunities to delve deeper into how the system works. Additionally, we are continuing to take advantage of the plethora of free webinars currently available. I will be attending a virtual conference in March on Technology in Libraries and I am planning to register Mackenzie for it as well. I am going to apply to CLRC for a professional development grant to help defray the cost of this conference.

Lastly, just for fun, I've instituted the Ostrich Award for our employees. The award is given to the person who most exemplifies team spirit and goes beyond the job description to help others on the staff. The recipient of the award gets to keep Louise, a toy ostrich, for a week and then chooses the next winner.

Respectfully submitted,

Christine Fleischer