

Director's Report

July 20, 2020

Personnel

- Staff is divided up in to two teams and working a reduced schedule in the building. Staff continue to work remotely from home on days they are not schedule in the building.
- Geri Cardillo resigned on June 19th. We wish her all the best. The JLA position will remain vacant due to the hiring freeze.
- Departments have been supplied with sanitizer, disposal masks, gloves and cleaning supplies
- Library staff did an amazing job working remotely during the COVID-19 stay at home order. Staff transitioned to offering many virtual programs, participating in webinars, holding Zoom instruction classes, e-newsletters, keeping up with social media posts and the library's website. I wish to thank all of them for their hard work.
- I would like to thank Jada for all her work on the reopening phases.

Summer Reading Kick-Off

- Summer Reading Kicked-off on Monday June 17th Christina Dufour was able to research and implement our virtual summer reading sign ups through Bean stack.

ARIS

- ARIS report is not due until October 2

Budget

- FY21 invoice are being entered in to Munis and Softright has been discontinued. Deb has done a great job learning the programs.

Building

- Mike McGourty and the Library Custodians accomplished many building projects with the buildings empty. Many of the floor surfaces have been waxed and buffed. Elevator room door has been altered to allow more air flow. Deep cleaning on all levels of the library has been accomplished from ceiling to floor.
- Sneeze guards have been installed by the facilities department on all levels at service desks. All furniture has been put in storage by the custodians
- Curbside has been up and running since June 29th and very busy. We made a few adjustments entering in to week 3 due to the volume of requests and pickups.
- Book drop was opening on July 1st. All returning books are being quarantined for 72 hours.

- Re-Opening: it is a multi-phase approach. Phase A-C 1. Phases A-C was reviewed by Health Department and The Mayor's office. 1. Staff in the buildings on reduced schedule, no live public service, virtual service continues. 2. Staff in the building on a reduced scheduled and working remotely from home, offering "contactless pickup" curbside pick-up outside, virtual service continues.
- Phase C- E. Staff in the buildings on a reduced schedule, limited public service and hours, limited curbside pick-up offered and virtual service continues.

Programs

- Library continues to offer virtual programs.
- Library partnered with the Department of Recreation and together we have offered "Family Fun in the Parks". Masks and social distancing are required.
- Curbside has been up and running since June 29th and very busy. We made a few adjustments entering in to week 3 due to the volume of requests and pickups.
- Library Express with Dept. of Elder Affairs starting up on July 29th.