

Maxwell Memorial Library Director's Report
January 10, 2022

Happy New Year! First and foremost, the staff and I would like to thank the Trustees for our Christmas dinner. We had a really nice time relaxing, which was much deserved after another crazy year. As you know, COVID cases are rapidly rising again, and this has caused us to cancel in person children's programming for the next few weeks. We do have an upcoming movie for adults scheduled (with registration required and a limited number). Other libraries are doing the same: cancelling programs and moving to zoom if it's possible for the next 2 weeks. Because of this, I've put together a COVID-19 specific sick leave policy with a scenario table. I'm asking for the Board's input as well as approval (see your email). It's my hope that it clarifies for staff and I what is legally required and expected. New York State Law requires that employees get 5 paid sick days if they are diagnosed with COVID-19 (Maxwell already provides this). The table encompasses the minimum requirements that by law we must provide. If the Board wants to do something more, it would be up for discussion.

I've also sent along a Conflict of Interest Policy, which each Trustee should sign for the new year. Since it's a new to us policy, it should be accepted (or edited as necessary), then signed. Trustees are required to disclose any relationships they may have that could be determined to be a conflict of interest to Maxwell.

We had another retirement. Janice Bishop, our long-time library cleaning person, has left. After gathering information from neighboring libraries on cleaning companies, I met with and hired Tyler with Total Property Care Plus. His company cleans Manlius, Fayetteville, Marcellus, Onondaga Free, and a few other member libraries. He is charging us the exact same price as Janice.

I continue with monthly one-on-one meetings with staff, as well as group staff meetings. This year, we'd like to focus our staff meetings with a training component. In January we will be discussing tax form requests and how to handle them. We will also be discussing the Libby and Hoopla apps, so that staff can assist patrons with new devices and downloading digital materials. In March, staff will be receiving Naloxone (Narcan) training. We are also working on scheduling CPR training.

Our annual appeal has garnered \$8030 from 141 people. Last year, we received \$8687 from 151 people. While I'm disappointed we didn't meet last year's total, I'm thrilled and thankful we did so well and came close! You'll recall last year was the highest year we had since 2014. The support from the community we serve is truly amazing. Our Tree of Gift Cards Drawing took in \$805 (last year was \$925). Great job selling everyone!

In buildings and grounds issues, we had to replace our sump pump in the basement. More importantly, AP Plumbing is no longer doing any HVAC work, nor honoring preventative maintenance contracts. Our project manager, Ramon, who worked with us on the boiler, AC, and air scrubber project, moved to Potter & Perrone. I have attached an updated quote for work

that AP was supposed to complete for us (as a part of the 25% cost to us for the construction grant). In good news, the quote is about \$1000 less. In not so good news, our National Grid bill for last month was up \$200 as compared to the same time last year. Part of that is rising utility costs in general, but I believe now more than ever we need to fix the insulation under the adult section to help this. I am asking the Board to approve the new quote so I can move forward.

I participated in a webinar given by Stephanie Cole Adams of our Ask the Lawyer service on being prepared for a book challenge. I believe if it were to happen at Maxwell, we are in a good position because we have a Collection Development Policy as well as a Request for Reconsideration form. Trustees expressed wanting to adopt NYLA's Position Statement on the Defense of Intellectual Freedom (linked here: <https://www.nyla.org/nyla-position-statement-on-the-defense-of-intellectual-freedom/?menukey=nyla>). I think this is a good idea.

A group of library directors in our district as well as Rena and I met with Senator Mannion on zoom as a part of CLRC's advocacy day. We asked him to keep funding for library construction projects going strong. One Director asked him how we can best advocate for libraries, to which he replied we need to be stronger at getting the word out about what good work we do. He gave examples of letters to the editor, social media, and positive news stories. This led to a nice discussion of examples of the positive impact libraries have had in their communities.

Maxwell is participating in a pilot program through CLRC to have a Digital Navigator rotate between libraries for help with technology. They will be paid for with a grant through CLRC in conjunction with Literacy CNY. Pete, our Tech Librarian, already does this (with dedicated drop in hours on Tuesdays). Our thought, though, is to have a person at Maxwell opposite his schedule. I'll have more information regarding this after a meeting on the 12th.

Upcoming programs include our Winter Reading Challenge Bingo sheet for both kids and adults. This runs January 1 through March 31. Artist Deborah Masouras has work on display in the Community Room. She will be doing a special needle felting demonstration on Saturday, January 22 at 1 PM (please register on our website). In February, Arlene Conroy will be displaying her watercolors. Mariah Senecal-Reilly, Mental Health and Substance Use Initiatives Program Coordinator with the Onondaga County Health Department, will hold a training program on the use of Naloxone (Narcan) to reverse a potential drug overdose on February 1st at 5:30 pm (registration is required).

Maxwell Matinees are back. On January 11th we are showing *Dear Evan Hansen* at 2 pm. On February 8th we are showing *Respect*. Registration is limited for these. Join Matt Kosty, owner of Wild Birds Unlimited, will talk about the Care and Feeding of Wild Birds on February 12th at 11 am. Alyson Esposito's card and craft classes are occurring January 20th and February 17. Between the Lines book club is meeting January 24th at 2 pm to discuss *The Book Woman of Troublesome Creek* by Kim Richardson and February 28th to discuss *Conjure Women* by Afia Atakora. All of the above are limited in space and registration is required. Please see Melissa's Youth Service report for upcoming children's programming.

The library is closed January 17th for Martin Luther King Jr. Day, as well as February 21st for Presidents' Day. I'm taking vacation February 22, 2022 to February 28th. Heading to Florida! Rena and Melissa will be "person in charge" while I'm away. Also a reminder that when the WGSD closes due to weather, Maxwell will also be closed, as per our policy.