

Director's Report

February 2023

Administrative:

- Frontline finished our 16 laptops, 2 tablets to install software and configure. They will also be installing four new desktop computers (received from RCLS as part of our ending IT agreement for \$720.00) to replace outdated staff computers including mine, install cable for the new Andover Control System
 - Cancelled Four Winds – saving \$3,200
 - Cancelled Data Axle – saving \$2,000
 - Cancelled ProQuest RNP NY Collection – saving \$6,149 (double coverage)
 - Cancelled CFRA Outlook – savings \$455
- Looking into a different telephone VOIP system. Frontline can provide services, awaiting monthly costs. We already own the equipment, should not be any installation fees.

Building:

- Fixed leak from upstairs bathroom, flooded downstairs in front of mechanical entrance
- Installed table and chairs for tablets in magazine area for patrons to utilize electronic resources.
- Tablets and computers are at Front Line being configured for use.
- Fire Inspector arrived on 2/15/23. We had a few minor items to correct such as adding signage outside and checking on some exit signs throughout the building that were not lighting up.
- Narrowed down Mechanical Engineer Proposals to three. Sent and received additional answers spoke with each firm via conference call.
- Electrolock will be replacing Logixs as our Burglar Alarm Company. Installation of new system will cost is \$2,775.00 and monitoring will be \$40.00 per month. We were currently paying \$25.00 for an outdated system.

Personnel:

Part time Circulation employee Sofia Rubino Gutierrez resigned as of 2/9/23.
Sonia Kaner will be on FMLA beginning 2/14/23 – 3/7/2023

Committees:

- Met with Finance Committee on 2023/2024 budget 2/23/23
- Met with Buildings and Grounds to discuss Mechanical Engineer proposals 2/22/23 and 2/23/23

Respectfully submitted,

Darlene Alessi
02/28/2023