

Susan Ray: Retrospective

Start date: October 20, 2010

* February 2011: First staff meeting 🎵

* June 2012: On MHLS's recommendation, we contacted the law firm of Whiteman, Osterman & Hanna (WOH) in Albany. As library law specialists, attorney Robert (Bob) Schofield said he/they would be available to the Library on an as-needed basis rather than on retainer.

The Library also uses *Public Sector HR Specialists (PSHRC), LLC* in Glenville:

PSHRC is a human resource management firm capable of supplementing in-house human resource departments or serving as the human resource department for employers that may not require full-time professionals. [Provides] experience in public sector HR management, employee relations, and municipal government administration . . .

2012: Met Bathsheba Orlando, Community Relations Manager at Barnes & Noble, Kingston. She was our contact for orders, etc.

2012: Met Crystal DiRaffaele when her company, *Face Painting by Crystal*, was hired to work at a library program

2013: We hired Crystal as a Library Clerk

* 2014: With Joan, steered our Catskill location through the "Sinkhole" incident

* February 2015: I was asked by Rebekkah Smith-Aldrich to be guest speaker for MHLS's Roundtable for New Directors: *Personnel - Hiring and Firing* (best practices). Rebekkah was impressed by our ability to hire well and our fearlessness in detailing, documenting, seeking System (MHLS), Legal (WO&H), and Civil Service advice as to how to legally remove an employee.

* June 2015 – 2019: Elected President of the Greene County Libraries Association for two consecutive terms

* 2014-2015: Met with Palenville resident and *Lower Clove Wine & Spirits* liquor store owner, Dan Souza, about possibly renting his building to house the Palenville Branch Library

*2015: Worked with Dan Souza & our legal team, WO&H, to negotiate the Palenville Branch Library lease

* February 2015: We hired Bathsheba as Palenville Branch Manager

* 2015 - 2016: Worked with our insurance company's legal team throughout lawsuit proceedings filed by a patron after a slip and fall incident at the Palenville Branch (at the Library's former location)

* May 2015: We were asked by MHLS Director, Tom Sloan, to be one of five featured libraries to be a featured library for their *Increase Circulation Incubator Project*.

* July 2015: Rebekkah Smith-Aldrich asked me/us to join *The Future of (Library) Programming Summit* (she chose three libraries) to present on the Catskill Library's innovative programming, notably our *Follow That Book* program.

* February 2016: Employee Jen DuBois & I were invited by Mary Fellows, Manager of the Youth & Family Services division at the Upper Hudson Library System to do a presentation on our *Follow That Book* program.

* Along with Joan Miller, we brought the organization into full compliance with NYS Civil Service. I created job descriptions for Branch Manager (Catskill Library specific - as we are the only library in Greene County to have a branch), Full-Charge Bookkeeper (Joan & I) and Head of Library Circulation. Currently, all staff with the exception of our three newest hires, have taken the Civil Service exams and are 'appointed' to their positions.

* Fall 2017: With Joan, steered organization through public bidding and installation process for new HVAC system (winner = Dwight Plumbing & Heating). Joan secured a NYS Construction grant for this project.

* May 2018: Negotiated 'Room Use Agreement' with local radio station, WGXC, and WO&H to use Catskill's Carnegie Room for live broadcasts

* 2017 – 2018: Worked with Bookkeeper, Board, School District Superintendent, and Library legal team (WO&H) through "The Tax Levy issue"

2020: Catskill third floor rewiring project with Catalano Electric

Annually (or regularly):

- * Conducted annual, and as needed, staff evaluations
- * Interviewed and hired new employees
- * Conducted exit interviews with outgoing employees
- * Built Full-Time positions into the budget (with Board approval); promoted two current employees into those FT positions
- * Attended NYLA (New York Library Association) conference each year.
- * With Joan, got the organization compliant with Trustee oaths (signed, notarized (legally), and filed at the County Clerk's office.).
- * Conducted routine maintenance of all systems: changed HVAC filters, flushed boiler, clean sump pump, cleaned leaf traps on roof.
- * Added additional security cameras (in Catskill) and additional portable panic buttons at both locations.
- * Number one contact person for Doyle Security when alarm gets tripped
- * Ensured compliance with:
 - Code Enforcement office
 - Annual Tax Cap Resolution
 - Audit
 - NYS Annual Report

Board need-to-knows & to dos:

- 1) To do: Draft new Thomas Cole and Vassar College (Frances Lehman Loeb Art Center) *Prometheus Bound* contract.

Contacts:

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FLLAC: Karen Hines (Interim Manager): 847-437-5632

Shook Insurance Co: Lou Curschmann: 518-943-3980

- 2) FYI: Palenville: Branch Library lease expires in **December 2023**
- 3) FYI: Catskill Roof warranty expires in 2026
- 4) Catalano Electric: Catskill electrical project needs to be completed
- 5) Catskill: The building needs an outside (and not quite as urgent – inside) paint job; window frames, columns, cornices.
- 6) Catskill: The front bay window – trim needs repaired. Martinez (Tino) Renovations had given us a pre-COVID estimate.