

## Director's Report June 2023

Here are several things I was unable to get to, I am also giving a similar document to the interim director.

Cleaning the carpet: I got a quote from Servpro and was having a hard time getting anyone else to respond to my inquiries. I was thinking of posting on Catskill Community Board, I did have luck finding our cleaning company there.

Firming up a date for the Friends group to meet. We do not have a Friends group and I was working on it with Joy DeVita, a wonderful person in the community. She had worked on finding some people who were interested in becoming officers. I have emailed Joy to let her know I will no longer be working here.

We have become a cooling center for Greene County, everytime there is a heat advisory Catskill community members will be reminded they can come to the library to cool off.

Building: Someone will have to meet with the Palenville landlord to ask for another year lease. Bathsheba will be available to meet with him too.

I left Mike a folder that has all the information I had gathered so far for the exterior painting project.

Employee Handbook changes: 502 Meal and Rest Breaks and Breaks for Nursing Mothers, Rest and Meal Breaks for employees, 809 short term disability medical insurance coverage, 903, 1101.

502 Several staff members asked for clarification on how many 15 minute breaks they should be receiving if they are working an 8 ½ hour day, the current wording suggests that if the number of scheduled hours is 8.5 there is an extra 15 minutes break. To make the employee handbook more clear the wording of the first sentence could read: Meal and Rest Breaks are based on the number of hours an employee is scheduled to work [excluding the 30 minute unpaid lunch period].

There should also be a statement saying that staff are not allowed to combine lunch and rest breaks.

### 809 Short Term Disability

Employee Medical Insurance: The library will pay an employee's medical insurance for up to 13 weeks.

Additionally, there are several sections that need to be changed in the employee handbook due to recent changes in Federal and State regulations:

SECTION	TOPIC	SUMMARY OF REVISION
502	Breaks for Nursing Mothers	The revised labor regulations expands the current policy to provide additional rights for mothers who are expressing milk. The revised labor regulation goes into effect in June 2023.
903	Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace	NYS released a new Model Policy which we include in the Library's Employee Handbook.
	The Pregnant Workers Fairness Act	This will be a new to comply with the federal Pregnant Workers Fairness Act which goes into effect in June 2023
1101	Organizational Communications	We will add a new paragraph titled <b>Required Postings and Notifications</b> to comply with NYS Labor Law Section 201.

Respectfully submitted  
Caroline Ford