

LAKEVIEW PUBLIC LIBRARY
1120 Woodfield Road
Rockville Centre, NY 11570

DIRECTOR'S REPORT
January 13, 2016

- *Baldessari & Coster will be coming in to audit our financial statement. The cost will be \$8,450*
- *The Nassau County Fire Marshall was at the library on Friday, December 18, 2015. The major issues he found were that the exit signs were not lit and some dead batteries had to be replaced.*
- *The Youth Zone Summer Camp submitted a proposal last December through Cornelius T. Smith seeking space for 40 children. This is to run from June 30, 2016 to August 29, 2016.*
- *Arrow Security is requesting an increase of \$1.24 an hour. The last increase was in January, 2008, which brought it up to \$16.27 per hour. With the new increase, the base pay will rise to \$17.51 per hour.*
- *The Thyssen Krupp Elevator came in to inspect the elevator telephone, which has been in place since 2001. There is no warranty on the telephone and it will cost \$1,144.00 to replace.*

Respectfully submitted
Ruby Boykins, Director

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DIRECTOR'S REPORT
February 10, 2016

- *The Contract for Arrow Security has been updated, it will be sent to them tomorrow February 11, 2016 for review.*
- *The Youth Zone Summer Camp is waiting a board decision on this request for space at the Library for the summer.*
- *Although I have spoken to four contractors regarding the 20 ton NVAC unit. I have only received 3 quotes so far. I am recommending BAF to purchase the new unit.*
- *On Saturday February 13, 2016 Lady Laura is performing at the library.*

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DIRECTOR'S REPORT
March 9, 2016

- *Raccoons have invaded the library again. Staff have reported them in the trash can and on the roof. Two traps will cost \$995.10*
- *Inter County Glass was contacted regarding leaks from the window on 3rd floor. The cost would be \$4,000.00*
- *The hot water heater on the second floor needs to be replaced. I am submitting 3 quotes. I am recommending Frank Ulip & Sons Plumbing & heating do the job for \$750.00*
- *I have submitted 3 quotes for a new HVAC unit 20 tons. I am recommending BAF with total cost of repairs \$27,000.00.*

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DIRECTOR'S REPORT
April 13, 2016

- *On Saturday, June 25, 2016 the library will be hosting the Diana Walker Summer Reading Block Party. The time will be from 1:00 pm to 3:30 pm. I am requesting \$350.00 for the summer reading party.*
- *Exterminator Pest Control was contracted the end of March 2016. A total of 6 raccoons were caught. There has been no sighting in 2 weeks. The warranty is good for 3 months. The cost of exterminate is \$995.00*
- *Baldessari & Coster report will be submitted this board meeting.*
- *There were 3 quotes for the HVAC System:*
 1. *First Response Services----- \$48,000.00*
 2. *InterCounty Mechanical----- \$29,650.00*
 3. *BAF ----- \$23,072.00**I am recommending BAF of \$23,072.00*
- *I received 3 quotes for the Security Guard Service.*
 1. *Strike Force ----- \$22.00 an hour*
 2. *National Security Services----- \$19.68 an hour*
 3. *Arrow Security ----- \$17.51 an hour**I recommend we use Arrow Security of a rate of \$17.51 an hour.*
- *I am submitting 3 quotes for the Outdoor Signs to the review:*
 1. *Stewart America Signs ----- \$22,207.00*
 2. *Eye Catcher ----- \$23,528.80*
 3. *YES ----- \$20,190.00*

To be discussed at the next board meeting (May 11, 2016)

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DIRECTOR'S REPORT
June 8, 2016

- *Marcia Tobin, owner of the Hands On Now day care, has requested that the library open at 8:30 am. Monday through Friday she was told that the opening at 7:30 am would cost her an additional \$1200.00 per month, to which she replied would only afford half of that \$600.00 per month.*
- *I am submitting 3 furniture quotes, from National Business Furniture, Office Furniture and the Library Store. I am recommending we purchase the furniture from National Business Furniture.*
- *The outdoor sprinklers needed repair, the cost was \$465.00. Several sprinklers heads were broken as well as a line running to sprinkler head.*

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DIRECTOR'S REPORT
July 13, 2016

- *The Diana Walker Summer Reading Block Party on June 25, 2016 had about 250 attendance. An additional 50 youngest on Tuesday June 28, 2016 from local day care programs. They helped finish off the remaining party food, etc. A local band Switch donated their service on the 25th of June and they were 1 dozen volunteers to assist us.*
- *I have four quotes for asphalt paving of the front parking area, which again has a hole in it. This hole was repaired by Stassi Brothers 2 years ago. I am recommending that the board of the library hire A-Top Asphalt of Rockville Centre, at the cost of \$2,036.75*
- *I have 3 quotes for an overhead projector and mounting. I am recommending that the library purchase 2 at a cost of \$900.00 each and shipping & handling.*
- *The new air conditioner was installed on July 6th, 2016.*

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DIRECTOR'S REPORT
August 10, 2016

- *I am requesting that the library purchase 30 vouchers from Museum of Natural History in Manhattan at a cost of \$250. If the tickets are not used within one year of purchase, they can be renewed at no charge. No tickets were purchased this year; instead we renewed 20 from 2015.*
- *In the mid-July a plumber was called in due to low water pressure. The problem was fixed.*
- *I am requesting that the library spend \$299 and a \$60 tip (for a total of \$359) for a Professional Kids Entertainment performance and \$300 for the hot dogs and hamburgers for the library's End of the Summer Party this August 17, 2016, from 1:00 p.m. to 3:00 p.m.*
- *I have three quotes for repairs to the parking lot, which has been repaired three times by Stasi Brothers.*
 1. *A-Top Asphalt Paving*
 2. *Graci Paving Associates*
 3. *Stasi Brothers.**I am recommending that the board use A-Top Asphalt.*
- *I have three quotes for replacing damaged cameras and to cover blinds spots. This will also finish the cabling job.*
 1. *DeSantis Security Systems*
 2. *J. Benitez & Associates*
 3. *Total Technology Solutions**I am recommending Total technology Solutions.*
- *I also have three quotes for replacing security system.*
 1. *Digital Provisions.*
 2. *Total Security*
 3. *NY Digital Products*

Respectfully submitted
Ruby Boykins, Director

