

By: Kathleen Degyansky
Dept.: Assistant Director
Subject: Monthly Report for October 2019
Date: November 6, 2019

OUTREACH AND COLLABORATION

- Worked with Aging in Place of White Plains to schedule two speaker events for their group.
- Coordinated holiday painting of the library windows with Recreation and Parks. The windows will be decorated by local scout troops.

PROGRAMMING

- Met with volunteers from AARP Tax Aide on October 5 to plan for the tax assistance program beginning in February, 2020. The program will be conducted in the Community Room on Mondays and Tuesdays, February through April.
- Met with local film maker Meschida Philip to discuss potential screenings of several of her films on unsung narratives of the Black Caribbean diaspora. Films will be shown in February and will include a discussion to follow.
- Scheduled a non-fiction book club which will to be held in spring of 2020. The group will be led by a volunteer.

STAFF AND TRAINING

- Updated the Confidentiality Policy.
- Attended a meeting on October 7 to discuss updates/improvements to the Trove.
- Revised the Fire Evacuation procedure to include instructions for the Director, Assistant Director or Librarian in Charge (in that order) to call the emergency number in the event of a fire drill or actual fire.
- Completed vetting and deployed four new volunteers; one for Collection Management, one for the Friends, one for a writing workshop and one for the non-fiction book group.