

**February, 2022 Interim Plan –
All responsibilities go into effect February 7th, unless otherwise noted.**

Zoom Links and Management – Susan

Use current login (my email) and password until I can figure out how to change it.

Website – Adult Programs and Updates – Jennifer

Joanne will continue to create content for J programs. Jennifer will create content for adult programs.

State Report – trying to do as much as possible. I will give Stephen Hofer Jennifer's contact information. Jennifer will submit the state report.

eNews – Jennifer with content provided by Myrna (J programs), Susan (A programs), and \ (Teen Jennifer will publish weekly on Wednesdays. Content will reflect two weeks' worth of programs. All content should be given to Jennifer at least one day ahead.

Newsletters – continue as usual.

Rhonda's Collections: Susan will make final decisions regarding who will take these adult collections:

Biography and 700s – Susan

000s, 100s, 200s – Holly

Construction Grant Projects - Jennifer

I am hoping to get final approval for the Generator project before I leave.

I will leave notes in the Construction Aid binder. The new Director will have to close out the 2021 grant (if I can't do it within the next two weeks) and renovate the two bathrooms which are part of the 2022 grant.

If you need to log into the construction grant portal, the binder on my bookshelf has all the information.

Snow/Weather Days – Jennifer

Managers should reread and have our Emergency Procedure handy. Jennifer will contact RLCS and update the website. A consultation with Kurt via phone is available in extenuating or extreme circumstances.

Patio Paver Project – Jennifer

The company engraving pavers is Travis Monuments in Nyack. Flo Goldstein is my contact. Her email: fgoldstein@travismonuments.com

Petty Cash – Please tell your staff to use vouchers until the new Director is hired. In emergency, talk to Dina.

Invoices: Dina and Carmela will approve invoices for materials,. Public service managers will approve invoices for programs. Jennifer will provide signature on all invoices. (Including all Utilities, Building Services.)

Staff Meetings – continue as needed or beneficial. Jen and Susan have Zoom invite info.

Big purchases – If repairs or unexpected items cost over \$500, Lorette must approve. If repairs or unexpected items cost over \$1000, the Board must approve at a meeting. In an emergency, let Lorette or Kurt know.

Building Issues – Carmela is in charge.

Consult with Bolivar and Travis first. Call Frank or Kurt if emergency repairs are needed. Leave copies of all invoices for new director to put in Repairs Binder.

HR: Yixsi and Jennifer will handle the majority of issues. Call Kurt if you have a problem.

Audit: Dave is our new accountant. Magda has uploaded the Quickbooks files. Required files have been sent to Jennifer. I have completed the required form for the school district and I have emailed it to Dave. I have contacted Lorette regarding bank form.

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