

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES AUGUST 9, 2022

CALL TO ORDER

Ms. Jacobson called the meeting to order at 7:12 PM in the Director’s office. Present were: Ms. Jacobson, Ms. Cole, Ms. Dolowich, Ms. Ames, Mr. Weinstock, Ms. Cinquemani, and Ms. Medina. Mr. Truncale (Counsel) was absent with prior notification.

REORGANIZATION

- A. On a motion made by Ms. Dolowich and seconded by Ms. Jacobson, the Board approved the appointment of Assistant Treasurers, Ms. Dolowich and Ms. Cole.

Yes- 5

No- 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Cole the Board approved the revised By-Laws of the Jericho Public Library.

Yes- 5

No- 0

PUBLIC HEARING

There is a 3-minute time limit per individual in each period.

MINUTES

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved the amended meeting minutes of June 14, 2022.

Yes – 4

No – 0

Abstention- 1

- B. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the regular meeting minutes of July 12, 2022.

Yes – 5

No – 0

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

- A. Donation. On a motion made by Ms. Dolowich and seconded by Ms. Jacobson, the Board approved to accept a donation from Ms. Lisa Friend and to allow the sponsorship of a library program as determined by the Jericho Library. The Board of Trustees thanks Ms. Friend for her generous donation to the library.

Yes – 5

No - 0

FINANCIAL REPORT

Authorizations for Payment were individually examined and approved for payment as follows:

- A. #2022 - 1 for \$133,732.69 - moved by Mr. Weinstock and seconded by Ms. Cole.

Yes - 5

No – 0

- B. #2022 – 1A for \$530.93 – moved by Mr. Weinstock and seconded by Ms. Cole.

Yes - 5

No - 0

- C. #2022 – 1B for \$247,215.71 - moved by Mr. Weinstock and seconded by Ms. Cole.

Yes - 5

No – 0

Mr. Weinstock reviewed the June 2022 unaudited Profit and Loss report with the Board and noted a surplus for Fiscal Year 2021-2022.

COMMITTEE REPORTS

N/A.

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DIRECTOR' S REPORT

Ms. Cinquemani gave her report.

FINANCIAL AUDIT- Cullen & Danowski, LLP will be at the library next week to conduct the Jericho Library's annual financial audit.

GRANT- The Jericho Library is submitting a request for funding from the New York State construction grant.

WINDOWS/DOORS & THEATER- The library building is over 30 years old with leaky windows, doors, and items in need of updates. The Board has approved moving forward with necessary building improvements. The next step will be environmental testing in the building prior to construction, which is a standard safety step that is required. J.C. Broderick & Associates Inc. has provided a proposal for the Pre-Construction Survey, Sampling, & Analysis of Suspect Asbestos, Lead, and PCBs. We are able to utilize a previous bid. Documentation has been reviewed and approved by Counsel, and is attached for Board review and approval.

BUILDING & GROUNDS- The annual portable fire extinguisher inspection was completed this month. The Jericho Water District no watering alert has been lifted and we are using our sprinklers as advised to help conserve water. The library opened at 1:00 pm on August 3rd due to an emergency pipe leak and was repaired. The library had to close early the evening of July 28th due to a PSEG power outage. We were able to resume services the following morning.

TECHNOLOGY- This month the library's Wifi system and equipment have been upgraded to improve service and coverage for everyone visiting the library. The last upgrade was 7 years ago.

NASSAU LIBRARY SYSTEM- We are participating in an NLS sponsored mass mailer sent to non-patron addresses in our community. The postcard presents a direct and universal message to remind non-patron households that the library is a smart choice in turbulent economic times. This will be mailed in September in advance of National Library Card sign up week.

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MINI BOOK SALE- The Library had a successful book sale on July 30. This was held outside and the weather was beautiful. Patrons were happy that we have brought back this event and can't wait for the next one.

EMAIL NEWSLETTER & PROGRAMS- We encourage the Jericho community to take advantage of our wide variety of educational and recreational programs at the library. Please check our monthly calendar for the latest information:

<https://www.jericholibrary.org/events/month>

LIBRARY USAGE AND STATISTICS JULY 2022

PROGRAMS:

Children's Department: 27 programs, 377 attendees

Teen Services: 10 programs, 105 attendees

Adult Programs: 38 programs, 275 attendees

OTHER STATISTICS:

New Library Cards: 99 (72 last month)

Visitors to the Library: 4527 (5911 last month)

Wifi Users: 2325 (2615 last month)

Website Users: 5068 (5906 last month)

Circulation Checkouts : 13,392 (12,492 last month)

Social Media Followers: Facebook 717 (705 last month), Instagram 1007 (1008 last month), TikTok 132 (127 last month), Twitter 308 (302 last month), YouTube 137 (136 last month)

HIGHLIGHTS:

SUMMER READING PROGRAM- Our summer reading program is going strong! We have over 600 patrons signed up, and our Jericho kids have collectively completed 109,541 minutes of reading!

SUMMER BOOK BUDDIES PROGRAM- The Children's Room ran a successful Summer Book Buddies session with 63 older and younger children participating, and 81 sessions of one-on-one reading (in person and virtually).

UNFINISHED BUSINESS

A. Bank Cards – Tabled.

NEW BUSINESS

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved to resolve to avail itself of the bid of the existing Request for Proposal (RFP) for Hewlett Woodmere (as provided for in the bidding documents) in which J.C. Broderick & Associates was the lowest bidder.

Yes – 5

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the proposal and estimate from J.C. Broderick & Associates for the Pre-Construction Survey, Sampling, & Analysis of Suspect Asbestos, Lead and PCBs. This is a standard safety step which is required for construction projects.

Yes - 5

No – 0

- C. On a motion made by Ms. Cole and seconded by Ms. Ames, the Board approved the motion to approve Gloria Jacobson, the President of the Board of Trustees, to sign and execute said proposal.

Yes - 5

No - 0

- D. Nassau Library System Resource Sharing Code. Fines and Fees. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved to vote in favor of adding the following verbiage to the Nassau Library System Resource Sharing Code Procedures: “Reimbursement between libraries should only be sought from the patron’s home library when the cost of an individual billed item exceeds \$50.00.”

Yes – 5

No – 0

- E. Internal Controls. The Jericho Library Administration Office has internal control procedures that are followed and reviewed each year. Ms. Cinquemani reviewed monthly procedures for billing and checks and the responsibilities of the Director, Finance Officer, and Treasurer.

- F. Next Board Meeting date is September 13, 2022 at 7:00 PM in the Meeting Room.

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PERSONNEL

On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved to raise the starting salary of the F/T Account Clerk position to \$41,000.00 per year effective August 10, 2022.

Yes – 5

No -0

On a motion made by Ms. Cole and seconded by Ms. Ames, the Board approved the appointment of Jenifer Ashton, F/T Account Clerk at \$41,000.00 per year effective September 1, 2022.

Yes – 5

No – 0

SECOND PUBLIC HEARING

There is a 3-minute time limit per individual in each period.

EXECUTIVE SESSION

N/A.

ADJOURNMENT

On a motion made by Ms. Cole and seconded by Ms. Ames, the meeting was adjourned at 8:04 PM.

Yes – 5

No - 0

Respectfully submitted,

Jill Ames, Secretary

Fran Medina, Clerk of the Board