

**AMENDED MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY  
BOARD OF TRUSTEES JUNE 14, 2022**

**CALL TO ORDER**

Ms. Jacobson called the meeting to order at 7:32 PM in the meeting room.  
Present were: Ms. Jacobson, Ms. Cole, Ms. Dolowich, Mr. Cheung, Ms. Ames, Mr. Truncal, Ms. Cinquemani, and Ms. Medina.  
Also present: Jericho Library patron, Mr. Peter Hsu entered the meeting at 7:44 PM.

**PUBLIC HEARING**

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

**MINUTES**

- A. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board approved the regular meeting minutes of May 12, 2022.

Yes - 5

No - 0

**DEPARTMENT HEAD**

N/A.

**CORRESPONDENCE**

N/A.

**FINANCIAL REPORT**

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

- A. #2022 - 11 for \$80,676.00 - moved by Ms. Dolowich and seconded by Ms. Ames.

Yes - 5

No - 0

- B. #2022 - 11A for \$149.90 - moved by Ms. Dolowich and seconded by Ms. Ames.

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Yes - 5

No - 0

C. #2022 – 11B for \$245,426.73 - moved by Ms. Dolowich and seconded by Ms. Ames.

Yes - 5

No - 0

### **COMMITTEE REPORTS**

N/A.

### **DIRECTOR' S REPORT**

Ms. Cinquemani gave her report.

TRUSTEE ELECTION & BUDGET - For the fourth year in a row the Library Board of Trustees has approved a 0% increase to the library tax levy. Congratulations to Ms. Denise Cole and Mr. Lawrence Weinstock. Ms. Cole will be serving the 5-year Trustee term, and Mr. Weinstock the 3-year Trustee term. Many thanks to Mr. Kwan Cheung for his service as Trustee, and we wish him all the best.

COMPUTER PRINT COPIES - At the last Board meeting, we received a request for patrons to be able to pay for computer print copies electronically with their phone. Currently the library credit card terminals at the printing stations can handle Apple pay or android payments. There is also the option to put a dollar amount onto your library account/library card and pay via that method.

SUSTAINABLE ENERGY SOLUTIONS - At the last Board meeting it was requested that we look into sustainable energy solutions for the library. We are currently looking into Bloom energy and Tesla Powerwall to see if they are feasible solutions for the library in the future.

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 our Capital Plan improvements. This includes new windows, doors, and theater updates. Ms. Cinquemani met with Mr. Philip Handler, Project Manager from BBS Architects, who visited our library site and collected information regarding the building and areas of work. He will help us complete the necessary documentation required by New York State.

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WELLNESS COALITION MEETING – Ms. Cinquemani attended the Jericho School District Wellness Coalition Meeting. Superintendent of Schools, Mr. Hank Grishman, Mr. Ray Velez LCSW, Jericho High School Social Worker, and other school representatives discussed health and wellness concerns affecting families and students of Jericho. The schools have implemented wellness days, student led wellness presentations, grade ambassadors, mindful Mondays, and next year the coalition will continue to provide parent presentations on current topics of concern. There are many Jericho students and their families who use the Jericho Library, and we support these initiatives.

INTERMUNICIPAL AGREEMENT - The Jericho School District has requested an agreement for the provision of the maintenance and upkeep of the library building. Jericho Library Counsel has approved the document, which is attached for Board review, approval, and execution.

INSURANCE - Per the Intermunicipal Agreement, the library will require insurance coverage revisions at the additional cost of \$615.53 per year, per the Regan Agency (our insurance provider). These changes include: Damage to Rented Premises increasing coverage from \$100,000 to \$500,000, Medical Payments increasing coverage from \$5,000 to \$10,000, and Earthquake and Flood coverage \$2,000,000. Per the agreement the school district has been named as additional insured at no additional cost.

MINI BOOK SALE - Save the date for our 'Mini' Book Sale on July 30, 2022.

SUMMER READING KICKOFF – Registration for Summer Reading starts on June 18<sup>th</sup>. Download the READsquared app and sign up with your Jericho Library card. Come join us on Saturday, June 25 from 1:00-3:00 PM for the Summer Reading Kickoff! There will be fun activities, ice cream, and 'Oceans of Possibilities' for Summer Reading participants. While you're there you can help families in need by donating a non-perishable food item to Jericho Cares.

LOCAL HISTORY DISPLAY & PODCAST- Ms. Betsey Murphy our Local History Librarian has a display featuring the History of Aviation on Long Island including Roosevelt Field and Grumman, as well as the development of the aerospace industry on Long Island. For more information on this topic check out our Cradle of Aviation museum pass, or click on the QR code to hear the podcast!

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>.

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## LIBRARY USAGE AND STATISTICS MAY 2022

### PROGRAMS:

Children's Department: 24 programs, 583 attendees

Teen Services: 5 programs, 66 attendees

Adult Programs: 50 programs, 861 attendees (Shredding Event 116 participants)

### OTHER STATISTICS:

New Library Cards: 72 (72 last month)

Visitors to the Library: 4720 (4426 last month)

Wifi Users: 2490 (2025 last month)

Website Users: 4443 (5269 last month)

Circulation Checkouts : 11,125 (11,481 last month)

Social Media Followers: Facebook 696, Instagram 1001, TikTok 120, Twitter 296, YouTube 138

### PROGRAM HIGHLIGHTS

**TEENS** - Our Teen Librarian Ms. Kim Simmons has reported that our Teen Advisory Board has really taken off! So many of the teens have shown an interest in being involved with the library, and she has gotten fantastic suggestions and input for programming. 18 teens registered for the May meeting and the meeting went over an hour because they had so much to contribute.

**STORYTIME** - Children's Librarian Miss Kim and her young attendees had a 'Crabby Good Storytime' and craft, and loved posing with their crab hats! We encourage all Jericho children to sign up for the 'Oceans of Possibilities' Summer Reading program.

**SUMMER READING BOOKS**- If your children or teens have required reading during the summer, come to the library! We have been working hard to process all of the summer reading books, and to get them onto the shelves for patron use. Ask our Children and Teen departments if you are looking for any titles

### **UNFINISHED BUSINESS**

- A. On a motion made by Ms. Jacobson and seconded by Mr. Cheung, the Board approved the Intermunicipal Agreement between the Jericho Library and the Jericho Union Free School District.

Yes – 5

No - 0

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- B. On a motion made by Ms. Dolowich and seconded by Ms. Ames, the Board approved the Jericho Library insurance coverage revisions required by the Intermunicipal Agreement between the Jericho Library and the Jericho Union Free School District.

Yes - 5

No - 0

- C. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved the Resolution Regarding Open Meetings Law and Videoconferencing.

Yes - 5

No - 0

WHEREAS, the New York State Open Meetings Law Section 103 has been amended to allow for videoconferencing under limited circumstances; and

WHEREAS, the Open Meetings Law requires that this Board formally resolve to avail itself of such videoconferencing; and

WHEREAS, the Board of Trustees wishes to avail itself of videoconferencing as set forth in the Open Meetings law, specifically Section 103-a.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees may utilize videoconferencing as provided for in the Open Meetings Law subject to the following legally mandated parameters:

1. The Library's Board meeting may be called to order only if at least three Trustees are present at the Library meeting location and the public are able to attend that location;
2. The Board of Trustees must establish procedures governing Trustees and public attendance at the Board meeting site, and such procedures must be posted conspicuously on the Library's website;
3. All Trustees must be present at the public meeting unless a Trustee, "is unable to be physically present at such meeting location due to extraordinary circumstances", such as
  - a. Disability
  - b. Illness
  - c. Care-giving responsibilities; or

- d. Any other significant or unexpected factor or event which precludes the Trustee's in-person attendance at such meeting;
4. Except for Executive Sessions, the Board must ensure that all members of the Board of Trustees can be heard, seen and identified during the meeting, including all motions, proposals, resolutions and any other matter formally discussed or voted upon;
5. The minutes of such meeting must include the circumstances of a Trustee participating remotely, and such minutes must be made available to the public;
6. If videoconferencing is utilized to conduct a meeting, the public notice must so inform the public, together with notice as to the location where the public can view and/or participate in the meeting and have access to required documents and records;
7. If videoconferencing is utilized, it must be recorded and be available on the Library's website within five business days of the meeting, and must remain so available for a period of five years;
8. If videoconferencing is utilized to conduct a meeting, members of the public must be able to view and participate in such meeting via video where public comment or participation is authorized; and
9. If videoconferencing is utilized to conduct a meeting, the Board must ensure that the videoconferencing utilizes technology to permit access by members of the public with disabilities consistent with ADA.

**NEW BUSINESS**

- A. On a motion made by Ms. Dolowich and seconded by Ms. Ames, the Board approved Active Shooter Training for Jericho Library staff on Wednesday, August 24, 2022 at 9:15 AM. The library will open to the public at 12:00 PM.

Yes – 5

No – 0

B. Jericho Library Board of Trustees meeting dates were chosen for fiscal year 2022/2023: July 12, August 9, September 13, October 11, November 15, December 13, January 10, February 13, March 14, April 11, May 9, and June 13. These dates will be posted on the Jericho Library website.

C. On a motion made by Ms. Jacobson and seconded by Mr. Cheung, the Board approved the increase of Information Technology Aide I P/T from \$15.00 per hour to \$20.00 per hour.

Yes – 5

No - 0

D. A donation of books and monetary gift will be returned. Per library policy we are unable to fulfill the donor's request. The NCPD will be notified of verbiage in the donation letter.

E. Next Board Meeting date is July 12, at 7:00 PM in the Theater.

**PERSONNEL**

A. On a motion made by Mr. Cheung and seconded by Ms. Dolowich, the Board rescinded the appointment of Ezra Hyman, F/T Typist Clerk.

Yes – 5

No – 0

B. On a motion made by Mr. Cheung and seconded by Ms. Jacobson the Board approved the resignation of Nancy Schmidtman, P/T Librarian effective June 23, 2022.

Yes – 5

No – 0

C. On a motion made by Ms. Jacobson and seconded by Mr. Cheung, the Board approved raising the starting wage for Information Technology Aide I P/T from \$15.00 per hour to \$20.00 per hour effective June 15, 2022.

Yes- 5

No- 0

D. On a motion made by Ms. Jacobson and seconded Mr. Cheung, the Board approved the appointment of Vincent Grippa, Jr., Information Technology Aide I P/T, at \$20.00 per hour effective June 15, 2022.

Yes – 5

No – 0

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- E. On a motion made by Ms. Jacobson and seconded by Mr. Cheung, the Board approved the appointment of Barbara Miller, Typist/Clerk F/T to Account Clerk F/T, with an increase of \$2500, pending Civil Service approval.

Yes – 5

No - 0

### **SECOND PUBLIC HEARING**

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

The Board of Trustees welcomed Mr. Hsu to the meeting. Mr. Hsu suggested that the library do a security audit of the building, as well as training and procedures regarding how to handle threats, to ensure safety of patrons and staff. Mr. Hsu asked whether there was an option to record Board meetings and post them online. Mr. Hsu thanked the Board, and the Board of Trustees thanked him for his feedback and interest in the library, and for attending the meeting.

### **EXECUTIVE SESSION**

- A. On a motion made by Mr. Cheung and seconded by Ms. Cole, the Board went into Executive session at 8:21 PM to discuss personnel.

Yes - 5

No - 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board exited executive session and resumed the public session at 8:30 PM.

Yes – 5

No - 0

### **ADJOURNMENT**

On a motion made by Ms. Jacobson and seconded by Mr. Cheung, the meeting was adjourned at 8:34 PM.

Yes – 5

No - 0



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Respectfully submitted,

Gloria Jacobson, President

Fran Medina, Clerk of the Board