

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES MARCH 15, 2022

CALL TO ORDER

Ms. Jacobson called the meeting to order at 7:05 PM via Zoom.

Present were: Ms. Jacobson, Ms. Cole, Ms. Dolowich, Mr. Cheung, Ms. Ames, Mr. Trunciale, Ms. Cinquemani, and Ms. Medina.

Also present: Jericho Library patron, Mr. L. Weinstock.

MINUTES

- A. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board approved the regular meeting minutes of February 15, 2022 and the special meeting minutes of March 8, 2022.

Yes - 4

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Mr. Cheung, the Board rescinded the approval of the special meeting minutes of March 8, 2022 for corrections.

Yes- 4

No- 0

DIRECTOR' S REPORT

Ms. Cinquemani gave her report.

BUILDING - HVAC units 1 & 4 were not working properly and areas of the library were cold. The service provider came and fixed the units. There was no disruption to library service. The carpets were shampooed and cleaned. The elevator was out of order for five days and is now fixed. The unit is obsolete and the service provider had to update some electrical components. Library staff worked diligently to accommodate all patrons during this time. Emergency light units were tested and replaced where needed in the library.

LOCAL HISTORY - Jericho Library's Local History Librarian, Ms. Betsey Murphy, was interviewed on news channel PIX 11 regarding the historic Elias Hicks house (a rumored stop on the underground railroad in Jericho). <https://pix11.com/video/underground-railroad-landmark-on-long-island/7475552/>

Ms. Murphy has also updated the Local History display case with the topic 'Aviation on Long Island'. See the story of aviation, the aviators, airports and manufacturers of aircraft

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and more on Long Island. We encourage the Jericho Community to visit Ms. Murphy at the library and learn about our local history.

NEWSLETTER- The Jericho community can take advantage of the wide variety of educational as well as fun activities we have in our latest newsletter. Please check our monthly calendar for the latest information:

[https://www.jericholibrary.org/events/month, or view our most recent newsletter](https://www.jericholibrary.org/events/month,orviewourmostrecentnewsletter)
<https://www.jericholibrary.org/newsletter.pdf>.

LIBRARY USAGE AND STATISTICS FEBRUARY 2022

PROGRAMS:

Children's Department- 22 programs, 485 attendees

Teen Services- 3 programs, 37 attendees

Adult Programs- 29 programs, 478 attendees

OTHER STATISTICS:

New Library Cards- 47

Visitors to the Library- 3195

Wifi Users- 954

Website Users- 3926

Circulation Checkouts- 10,124

Social Media Followers- Facebook 690, Instagram 982, TikTok 113, Twitter 279,

YouTube 138

FACILITY STUDY - Please see the final Facility Study report from BBS Architects. The purpose of this report is to determine the present condition of the building (last renovated in 1988), and to provide a framework for budgetary planning, capital renovation projects, and other major maintenance work. BBS provided a revised total estimate that includes details on Priority I items. These are necessary/essential repairs or improvements identified from the study taking into account health and safety, prevention of deterioration, and compliance with new codes and regulations.

BUDGET - Please see the updated draft of the Fiscal Year 2022/2023 budget with Board requested updates.

PUBLIC HEARING

There is a 3-minute time limit per individual in each period. Jericho Library patron Mr. Weinstock communicated three items. The March 8, 2022 minutes did not accurately reflect his suggestion for budget prep materials to show the estimate of the forecast

spend for the current year, and to be able to use this information as a base for the forecast for the next year. The Board will approve the minutes after the public hearing in the future. Mr. Weinstock is waiting to receive information clarifying his questions regarding the tax cap and also inquired as to where one would find a petition to run for library trustee. Ms. Cinquemani will follow-up with Mr. Weinstock. The Board thanked Mr. Weinstock and appreciated his feedback.

DEPARTMENT HEAD

N/A.

CORRESPONDENCE

N/A.

FINANCIAL REPORT

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

- A. #2022 - 8 for \$93,568.01 - moved by Mr. Cheung and seconded by Ms. Dolowich.

Yes - 4

No – 0

- B. #2022 – 8B for \$259,333.31 - moved by Mr. Cheung and seconded by Ms. Dolowich.

Yes - 4

No - 0

COMMITTEE REPORTS

N/A.

UNFINISHED BUSINESS

- A. Windows/Doors & Theater Chairs Replacement. Facility Study. Further information will be obtained from BBS Architects. Tabled.
- B. 2022/2023 Budget. The Board discussed budget line items and have questions for our accountant Cullen & Danowski, LLC. Tabled.

PERSONNEL

N/A

NEW BUSINESS

- A. Computer Technician Consulting Service. The Board reviewed and discussed this cost-effective service which the library has been using since 2001.
- B. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved to suspend the applicability of the Personal Protective Equipment (PPE) Policy until further notice.

Yes – 5

No - 0

- C. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved to suspend the applicability of the COVID Vaccination and Testing Policy until further notice.

Yes – 4

No – 1

- D. Next Board Meeting date is March 21, 2022, at 7:00 PM via Zoom.

Yes – 4

No – 0

SECOND PUBLIC HEARING

There is a 3-minute time limit per individual in each period. Jericho Library patron, Mr. Weinstock, provided clarifying information with regards to New York State retirement and projections. He provided feedback with regards to the Facility Study and asked

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whether BBS could translate the building improvement items into years to create a long-range plan. Mr. Weinstock thanked the Board, and the Board of Trustees thanked him for attending the meeting, his feedback, and interest in the Library.

EXECUTIVE SESSION

- A. On a motion made by Mr. Cheung and seconded by Ms. Dolowich, the Board went into Executive session at 8:33 PM to discuss a personnel matter.

Yes - 4

No - 0

The Board resumed regular session at 9:48 PM.

ADJOURNMENT

On a motion made by Mr. Cheung and seconded by Ms. Cole, the meeting was adjourned at 9:52 PM.

Respectfully submitted,

Kwan Cheung, Secretary

Fran Medina, Clerk of the Board