

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES MAY 12, 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. Larry Weinstock. Jericho Library patron Mr. Peter Hsu entered the meeting at 7:16 PM.

PUBLIC HEARING

There is a 3-minute time limit per individual in each period. The Board of Trustees welcomed Mr. Weinstock to the meeting.

MINUTES

- A. On a motion made by Ms. Dolowich and seconded by Mr. Cheung, the Board approved the regular meeting minutes of April 11, 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 - 10 for \$157,282.71 - moved by Ms. Ames and seconded by Ms. Dolowich.

Yes - 5

No - 0

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B. #2022 – 10A for \$451.22 – moved by Ms. Ames and seconded by Ms. Dolowich.

Yes - 5

No - 0

C. #2022 – 10B for \$248,316.61 - moved by Ms. Ames and seconded by Ms. Dolowich.

Yes - 5

No - 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

Ms. Cinquemani gave her report.

POWER OUTAGE- The library had to close early on April 20, 2022 due to loss of power. We were able to resume services the following morning.

BUILDING & GROUNDS - The wooden fence in the back upper parking lot was replaced and painted with sealant. Trees were planted in the back-parking lot to cover the deteriorating fence on the other side. (The library does not own this fence.) In the meeting room we added magnetic hold open devices for the doors that will close automatically upon activation of the fire alarm system. The meeting room will remain open as an additional public space for patron use and when programs are not in progress. Updated carbon monoxide detectors with 10-year batteries were installed throughout the building. Maintenance of surveillance cameras is complete. Mounting areas were checked for obstructions (cobwebs, greenery, birds' nests, etc.), dirty lenses cleaned, and connections and cables are in working order.

CHECK IN RECEIPT- Patrons who check in/return items via our self-check system can now print out a receipt showing that the items were returned.

SINGLE SIGN-IN FOR ONLINE SERVICES - At the last meeting it was requested that the library establish a single sign-in for our online services. We researched this further and unfortunately this cannot be accomplished. Library online services are provided by different vendors who each require different unique sign-ins and authentication methods. An analogy would be if you used three different banks and wanted to have only one

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login for all three. Unless those banks are working together, you would not be able to have one login for all three. Jericho Library Technology staff is available and ready to help any patrons who contact the library for assistance with our online services.

COMPUTER PRINT COPIES - At the last meeting the Board received the request to reinstate free computer print copies. In 2019 the Library Board of Trustees approved that the library 'shall no longer offer free computer copies'. The previous Director polled other libraries at the time, and of the 21 responses, 3 libraries offered free print copies while 18 offered no free print copies. This past month Ms. Cinquemani took a current survey of other libraries in Nassau County. Of the 38 responding libraries, 5 offer free print copies while 33 libraries offer no free print copies. Staff will help patrons with printing emergencies. Staff have not received any other requests or complaints regarding the current policy.

CAPITAL PLAN - The library building is over 30 years old with leaky windows, doors, and items in need of updates. The goal is to use financial resources effectively for necessary building projects and to provide a maintained library facility that continues to serve the Jericho community now, and well into the future. The updated Capital Plan, Purchasing Policy, Procurement of Goods and Public Work Projects and Services Not Requiring Competitive Bidding Policy, and Claims Audit Policy were presented for Board review and approval.

HOTSPOT DEVICE BORROWING POLICY - The updated Hotspot Policy was presented for Board review and approval. A question arose at the last meeting regarding how to make sure that every Jericho patron can equally take advantage of this service. The policy states that the library 'reserves the right to monitor usage to ensure fair access to the greatest number of patrons'. Should a patron household/family use this service in excess and prevent other patrons from reserving devices, the library will notify them and limit their number of reservations. It would be difficult for the system to automatically limit the number of reservations by family or address as there can be: 1) different last names within a family making it hard to tell who family members may be and 2) multiple families who may live at one address. It was recommended to maintain the same service and enforce the existing policy to ensure fair access and usage.

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 was presented for Board review, approval, and execution.

INSURANCE - Per the Intermunicipal Agreement, the library will require small coverage changes at the additional cost of \$175 per year/ \$58 prorated from now until our 9/1/22 renewal, per the Regan Agency, the library's insurance provider. These changes

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include: Damage to Rented Premises increasing coverage from \$100,000 to \$500,000, and Medical Payments increasing coverage from \$5,000 to \$10,000.

BOOK DONATION DATES & MINI BOOK SALE - Book donations are back! The library will accept gently used books on May 9th and June 6th. The donation book cart will be at the back of the library under the overhang. Save the date for the 'Mini' Book Sale on July 30, 2022.

MUSEUM PASSES – The library listened to our patrons and added three new Museum Passes: Sands Point Preserve Conservancy, Hofstra University Museum of Art, and Harbes Family Farm. (Within two hours of activation the library had 8 reservations for the Harbes pass!)

SUMMER READING KICKOFF – Save the date! The Jericho Library Summer Reading Kick-off will be held on June 25th. There will be fun activities, ice cream, and 'Oceans of Possibilities' for Summer Reading participants. More information to come as we get closer to the event.

EMAIL NEWSLETTER & PROGRAMS - With the success of the program highlights newsletter, the library is now sending out an email every month in the same easy to use format. Patrons can view programs and click on links to easily register. Patrons may also visit the web site to view the newsletter in its entirety. Ms. Cinquemani encouraged the Jericho community to take advantage of our wide variety of educational and recreational programs at the library. Please check the monthly calendar for the latest information: <https://www.jericholibrary.org/events/month>.

LITTLE FREE LIBRARY- The library is working towards establishing a Little Free Library that would be available to the community.

LIBRARY USAGE AND STATISTICS April 2022

PROGRAMS

Children's Department: 22 programs, 298 attendees

Teen Services: 7 programs, 128 attendees

Adult Programs: 39 programs, 795 attendees

OTHER STATISTICS

New Library Cards: 72 (40 last month)

Visitors to the Library: 4426 (4801 last month)

Wifi Users: 2025 (1582 last month)

Website Users: 5269 (4886 last month)

Circulation Checkouts : 11,481 (11,1573 last month)

Social Media Followers: Facebook 694, Instagram 994, TikTok 116, Twitter 291,

YouTube 138

PROGRAM HIGHLIGHTS:

NATIONAL CIRCUS PROJECT- Jericho children and their families enjoyed a wonderful show during the school break. 105 attendees came to the library for this event!

UNFINISHED BUSINESS

- A. Intermunicipal Agreement – Tabled.
- B. Insurance – Tabled.
- C. Open Meetings Law and Videoconferencing. Tabled.

NEW BUSINESS

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved the revised Hotspot Device Borrowing Policy.

Yes – 5

No - 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board reviewed and reaffirmed the Purchasing Policy.

Yes - 5

No - 0

- C. On a motion made by Ms. Jacobson and seconded by Ms. Ames, the Board approved the revised Procurement of Goods and Public Work Projects and Services Not Requiring Competitive Bidding Pursuant to General Municipal Law Section 103 Policy.

Yes - 5

No - 0

- D. On a motion made by Ms. Ames and seconded by Ms. Cole, the Board reviewed and reaffirmed the Claims Audit Policy.

Yes – 5

No – 0

- E. On a motion made by Mr. Cheung and seconded by Ms. Cole, the Board approved the 5-year Capital Plan as amended.

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Yes- 5

No- 0

- F. On a motion made by Mr. Cheung and seconded by Ms. Cole, the Board approved to authorize the architect to proceed with bidding and to designate the proposed project a type 2 action pursuant to New York's State Environmental Quality Review Act (SEQRA).

Yes- 5

No- 0

- G. On a motion made by Ms. Jacobson and seconded by Ms. Cole the Board approved to pay Calgi Construction Company \$2,700 for work performed as per invoice.

Yes- 5

No- 0

- H. The Board was made aware of the New York State Electronic Monitoring Law: 'In accordance with the provisions of New York State legislation, Article "52-C" Civil Rights Law, the Library may by any lawful means monitor or otherwise intercept any and all telephone conversations or transmission, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photo-electronic or photo-optical systems.'

- I. Next Board Meeting date is June 14, at 7:00 PM in the Meeting Room.

PERSONNEL

- A. On a motion made by Mr. Cheung and seconded by Ms. Ames the Board approved the appointment of MaryAnne Smith, P/T Typist Clerk, at a rate of \$16.00 per hour effective May 24, 2022.

Yes – 5

No – 0

- B. On a motion made by Mr. Cheung and seconded by Ms. Ames the Board approved the appointment of Ezra Hyman, F/T Typist Clerk provisional, at \$39,000.00 annually effective June 3, 2022.

Yes – 5

No – 0

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- C. On a motion made by Mr. Cheung and seconded by Ms. Ames the Board approved the appointment of Kim Simmons, F/T Librarian I, at \$56,961.00, effective May 13, 2022.

Yes – 5

No – 0

- D. On a motion made by Mr. Cheung and seconded by Ms. Ames the Board approved the resignation of Tali Robinson, P/T Information Technology Aide I, effective April 27, 2022.

Yes – 5

No - 0

- E. On a motion made by Mr. Cheung and seconded by Ms. Ames the Board approved the resignation of Catherine Bruzgis, P/T Typist Clerk, effective June 19, 2022.

Yes – 5

No - 0

- F. On a motion made by Mr. Cheung and seconded by Ms. Ames the Board approved the resignation of Jake Kupferman, P/T Computer Aide, effective April 6, 2022.

Yes – 5

No – 0

- G. On a motion made by Mr. Cheung and seconded by Ms. Ames the Board approved the resignation of Ty Josephy, P/T Computer Aide, effective April 13, 2022.

Yes – 5

No – 0

- H. On a motion made by Mr. Cheung and seconded by Ms. Ames the Board approved the resignation of Jamie Scheman, P/T Computer Aide, effective April 16, 2022.

Yes – 5

No - 0

SECOND PUBLIC HEARING

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

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The Board of Trustees welcomed Mr. Hsu to the meeting. Mr. Hsu paid a compliment to the Director, Angela Cinquemani. He commented on the ease of the new email format, and made suggestions regarding alternative and sustainable power sources for the library. He suggested increasing the library cyber coverage, which the library has done. Mr. Hsu would like to see another renovation project proposal for the library, and also asked if printouts can be paid electronically by phone.

The Board of Trustees welcomed Mr. Weinstock. Mr. Weinstock said that the new email newsletter was well done and helpful to patrons. He questioned the Calgi invoice and amount being paid, and the resignations in April, which we confirmed were students previously employed as computer aides who had gone to college. He made suggestions regarding the library treasurer and finance officer, the spending and funding of the Capital Plan, and gave feedback regarding the voting procedure during the monthly Board meetings.

Mr. Hsu and Mr. Weinstock thanked the Board, and the Board of Trustees thanked them for their feedback and interest in the library, and for attending the meeting.

EXECUTIVE SESSION

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board went into Executive session at 7:38 PM to discuss personnel.

Yes - 5

No - 0

- B. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board exited executive session and resumed the public session at 8:16 PM.

Yes – 5

No - 0

ADJOURNMENT

On a motion made by Ms. Jacobson and seconded by Mr. Cheung, the meeting was adjourned at 8:33 PM.

Yes – 5

No - 0

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Respectfully submitted,

Kwan Cheung, Secretary

Fran Medina, Clerk of the Board