

**AMENDED MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY  
BOARD OF TRUSTEES NOVEMBER 15, 2022**

**CALL TO ORDER**

Ms. Dolowich called the meeting to order at 7:14 PM in the Meeting Room. Present were: Ms. Cole, Ms. Dolowich, Mr. Weinstock, Ms. Cinquemani, and Ms. Medina. Ms. Jacobson, Ms. Ames, and Mr. Truncale (Counsel) were present via conference call for purposes of discussion and not action.

**PUBLIC HEARING**

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

**MINUTES**

- A. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the regular meeting minutes of October 11, 2022.

Yes – 3

No – 0

**DEPARTMENT HEAD**

N/A.

**COMMUNICATIONS**

- A. On a motion made by Ms. Dolowich and seconded by Mr. Weinstock, the Board approved to accept the donation of \$5000 from the Charles Grunfeld Foundation and Mr. Eric Peters, on behalf of Dr. Daniel Peters.

Yes – 3

No – 0

**FINANCIAL REPORT**

Authorizations for Payment were individually examined and approved as follows:

- A. #2022 - 4 for \$128,479.85 - moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 3

No – 0

- B. #2022 – 4A for \$1,688.35 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 3

No – 0

- C. #2022 – 4B for \$253,673.47 - moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 3

No – 0

- D. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the Director to open one or more bank accounts with Morgan Stanley.

Yes – 3

No – 0

### **COMMITTEE REPORTS**

N/A.

### **DIRECTOR' S REPORT**

NEW CATALOG - The library will be updating our Innovative system to Vega, which will replace our current Encore catalog system. Staff will be trained on the new and improved catalog system and it will be announced and implemented in the months ahead.

TRAINING - Ms. Cinquemani attended a workshop for 'Effective Meetings Utilizing Parliamentary Procedure'. Presented by Mr. Adrian Stratton (MBA, PRP, CP and a member of the National Association of Parliamentarians and the American Institute of Parliamentarians), this was a workshop to gain an understanding of Robert's Rules of Order, learn how to conduct effective, fair and equitable meetings, encourage respectful discussions and debates, and to utilize time management to fulfill the business of the library. This was a very insightful training.

Beginning January 1, 2023 all trustees of public libraries in New York will be required to complete a minimum of two hours of trustee education annually (*Education Law 260-d added by Chapter 468 of the Laws of 2021*). Taking part in continuing education helps trustees make important decisions for their libraries and the communities they serve. The New York State Library has created a helpful Trustee Education FAQ on their web-

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site to understand the new requirements. Ms. Cinquemani will work with the trustees as well to help facilitate access to and completion of training.

**BUILDING & GROUNDS** - A mechanical hoist way restrictor was installed in the library's main passenger elevator per the ASME A17.1 code requirement. The small book lift elevator was repaired at a minimal cost- the vendor installed one spring for the tension slack cable switch per ASME A17.1-2016 requirements. We were fortunate that the book lift elevator did not need to be replaced. A fluorescent light fixture on the second floor was repaired by restoring power to the unit. A rear parking lot light fixture required a new LED floodlight which was installed.

**NASSAU LIBRARY SYSTEM** - Ms. Cinquemani attended and voted on behalf of the Jericho Library Trustees at the Nassau Library System Area 8 meeting. Mr. George Williams has been nominated by the member libraries of Area 8 to represent this area at the Nassau Library System Board meetings.

Member libraries voted and approved to recommend the following as best practice with regards to library-to-library billing: 'The practice of seeking reimbursement should only be sought from the patron's home library when the cost of an individual billed item exceeds \$50.00.'

**LONG ISLAND READS** - The pick is in for 2023! The Long Island Reads Committee has selected 'A Speck in the Sea: A Story of Survival and Rescue' by Long Island residents John Aldridge and Anthony Sosinski. Long Island Reads takes place annually throughout the month of April

**LOCAL HISTORY** - Visit our Local History display commemorating Veterans Day and our fallen heroes. Marine and 1<sup>st</sup> Lieutenant Matthew D. Lynch is one of our local heroes- the park next to the library was dedicated to him in 2005.

**JERICO WELLNESS COALITION MEETING**- On November 1, 2022 Ms. Cinquemani attended the first Wellness Coalition Meeting of the school year. This meeting was moderated by Mr. Ray Velez LCSW, Jericho High School Social Worker. Topics discussed included suicide awareness and prevention, addiction and vaping, bully prevention, partnership with Northwell for training, wellness days, and promoting connectedness and making a difference. Ms. Cinquemani appreciates being invited to these meetings as a community representative. We strive to support the Jericho community and our many students who come to the library.

**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. Ms. Cinquemani is working with Mr. Philip Han-

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pler at BBS Architects to compile necessary paperwork to send to New York State (SED) for building permits. Ms. Cinquemani met with Ms. Daniella Smyth of the Civil Planning department at BBS Architects. She visited our site to examine the building, check dimensions, and gather additional feedback.

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 OCTOBER 2022

CHILDREN'S DEPT - PROGRAMS	20
CHILDREN'S DEPT - ATTENDEES	284
TEEN DEPT - PROGRAMS	9
TEEN DEPT - ATTENDEES	91
ADULT DEPT - PROGRAMS	52
ADULT DEPT - ATTENDEES	839
NEW LIBRARY CARDS	86
LIBRARY VISITORS	5,312
WIFI SESSIONS	51,680
WEBSITE USERS	5,701
CIRCULATION CHECKOUTS	10,992
SOCIAL MEDIA FOLLOWERS	
FACEBOOK	941
INSTAGRAM	1,028
TIKTOK	148
TWITTER	323
YOU TUBE	136

**PROGRAM HIGHLIGHTS:**

**GREAT GIVE BACK** - On October 15, 2022 we had a wonderful Great Give Back event. Patrons brought non-perishable food items to donate to Jericho Cares and stayed to paint kindness rocks to donate to our garden.

**FALL FUN FOR EVERYONE** - We had a terrific Fall Fun event on October 22, 2022. Approximately 300 attendees enjoyed music, face painting, pumpkin decorating, and our story walk! Some of our young patrons were even in costume.

**UNFINISHED BUSINESS**

- A. Windows/Doors & Theater. BBS Architects has submitted all documents for NYSED (New York State Education Department) review and we are awaiting a response.
- B. Administration Office- Book Lift Elevator – This has been repaired.

**NEW BUSINESS**

- A. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board approved to rescind the Attending Children’s Programs Policy.

Yes – 3

No – 0

- B. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board reviewed and reaffirmed the Jericho Public Library Confidentiality Policy.

Yes – 3

No – 0

- C. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board reviewed and reaffirmed the Duty of the Board Secretary policy.

Yes – 3

No – 0

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- D. Per Mr. Weinstock's request, the Library will research adding two new Museum Passes: The Museum of the Moving Image and the Planting Fields Arboretum.
- E. Next Board Meeting Date is December 13, 2022 at 7:00 PM in the Meeting Room.

**PERSONNEL**

- A. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the resignation of A. Beatrice Barbella, P/T Librarian I, effective November 14, 2022.

Yes – 3

No – 0

- B. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the appointment of Frances Medina, F/T Account Clerk to F/T Senior Account Clerk, with an increase of \$2500, pending Civil Service approval.

Yes – 3

No – 0

**SECOND PUBLIC HEARING**

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

**EXECUTIVE SESSION**

- A. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board entered Executive Session at 7:43pm to discuss Personnel.

Yes – 3

No – 0

- B. On a motion made by Mr. Weinstock and seconded by Ms. Cole the Board exited Executive Session at 8:09pm.

Yes – 3

No – 0

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**ADJOURNMENT**

On a motion made by Ms. Dolowich and seconded by Ms. Cole, the meeting was adjourned at 8:16 PM.

Yes – 3

No – 0

Respectfully submitted,

Jill Ames, Secretary

Fran Medina, Clerk of the Board