

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES JANUARY 9, 2024

CALL TO ORDER

Ms. Cole called the meeting to order at 4:19 pm in the Meeting Room. Present were Ms. Dolowich, Ms. Cole, Mr. Weinstock, Ms. Smith, Ms. Cinquemani, Ms. Medina and Mr. Truncale, Counsel.

Absent with prior notice Ms. Jacobson.

PUBLIC HEARING

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

MINUTES

- A. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board approved the regular meeting minutes of December 12, 2023.

Yes – 4

No – 0

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

N/A

FINANCIAL REPORT

Authorizations for Payment were individually examined and approved as follows:

- A. #2023 - 6 for \$92,334.51 - moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 4

No – 0

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B. #2023 – 6A for \$940.76 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 4

No – 0

C. #2023 – 6B for \$275,807.86 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 4

No – 0

D. #2023 – 6D for \$67,747.83 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 4

No – 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

NASSAU LIBRARY SYSTEM - Mr. Weinstock and Ms. Cinquemani attended the virtual 2023 NLS Annual Meeting with guest speaker Mr. Aaron Terr, Director of Public Advocacy at the Foundation for Individual Rights and Expression (FIRE), a nonpartisan nonprofit dedicated to defending and sustaining the individual rights of all Americans to free speech and free thought. Mr. Terr presented *Shelf Censorship: Preserving Public Libraries as Free Speech Sanctuaries*. Ms. Mars was re-elected as trustee, and Ms. Ashby, Director of NLS, reviewed the proposed NLS budget for 2024.

The Jericho Library Board of Trustees is invited to attend the NLS Board Meeting on February 26, 2024. Ms. Cinquemani will send out further information next month.

NLS has provided copies of the *Handbook for Library Trustees of New York State, 2023 edition*. Each trustee will be given a copy.

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NLS is distributing funds received from New York State from the 'Love Your Library Fund' (<https://www.nysl.nysed.gov/libdev/lylplate/>). Each member library will receive a \$100 grant to help support children's summer reading, along with double-sided lawn signs that welcome patrons to the 2024 *Adventure Begins at Your Library* Summer Reading Program. The lawn signs will be sent in early spring.

SOCIAL MEDIA - X (formerly Twitter) is a social media platform. Ms. Cinquemani would like to discuss with the Board whether we should continue to market the library on this platform. Only 38 percent of libraries are actively marketing on X.

BUILDING & GROUNDS - Corkrey Electric Services installed LED soffit lighting, replaced ballasts, and replaced fluorescent ceiling lighting with LED fixtures on the second floor. Inter-County Mechanical removed, replaced a defective main control board, and installed a new gas valve on HVAC 6. They tested all communication and the unit is now back online and operating. The compressor on the wall mounted air handler in the custodial area seized and is no longer working. We are determining the most cost-effective method of bringing heating and cooling back into the area.

NCPD/FBI- Ms. Cinquemani attended an FBI information sharing meeting targeted to libraries which gave an overview of cybersecurity awareness, foreign malign influence, homeland security and active shooter response with NCPD Homeland Security. Library directors can reach out with any questions or schedule free situational awareness training for staff. It is important to have these resources available to us at the library.

CAPITAL IMPROVEMENTS - 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 repairs and improvements to be paid for with existing capital funds. Please see attached progress report from SCC Construction Management. Construction progress has been posted to the library website at www.jericholibrary.org/workzone. Theater carpeting was originally delayed due to a manufacturing error but was finally delivered and installed. Aisle lighting is complete except for a defective part that will be fixed. Railings are being installed, and the next step is the installation of new comfortable seating. Our goal is to have the theater ready for our first theater program of the year on January 14th. We are excited for the community to enjoy the results of these repairs and improvements. Many thanks to staff members Mr. Munoz Ospina, Mr. Valencia, and Mr. Gomez for their valuable assistance during this time.

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 (DIRECT ACCESS) DECEMBER 2023

CHILDREN'S DEPT PROGRAMS - 23
CHILDREN'S DEPT ATTENDEES - 570

TEEN DEPT PROGRAMS - 3
TEEN DEPT ATTENDEES - 39

ADULT DEPT PROGRAMS - 32
ADULT DEPT ATTENDEES - 686

NEW LIBRARY CARDS - 57

LIBRARY VISITORS - 6320

WIFI SESSIONS – 65,711

WEBSITE USERS - 5188

CIRCULATION CHECKOUTS - 11,820

SOCIAL MEDIA FOLLOWERS:

FACEBOOK - 1018
INSTAGRAM - 1108
TIKTOK - 213
TWITTER (X) - 387
YOUTUBE - 140

HIGHLIGHTS:

CHILDREN'S PROGRAMS - During the school holiday vacation Jericho families came out to see Magic AI and his amazing show! We are pleased to provide these events for our Jericho families.

UNFINISHED BUSINESS

- A. Capital Improvements at Jericho Public Library Windows/Doors & Theater.

NEW BUSINESS

- A. On a motion made by Ms. Cole and seconded by Ms. Smith, the Board retroactively memorialized all approvals made at the December 12, 2023 Zoom meeting.

Yes – 4

No – 0

- B. On a motion made by Ms. Weinstock and seconded by Ms. Dolowich, the Board approved Cullen & Danowski, LLC 2022-2023 Financial Audit Reports.

Yes – 4

No – 0

- C. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board approved to allow the director the discretion to open/close the library to facilitate construction or any other pending safety or health issues.

Yes- 4

No- 0

- D. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board approved the 'Code Adam' Missing Child Policy.

Yes- 4

No- 0

- E. Next Board Meeting Date is Tuesday, February 13, 2024, at 4:00 PM, (location TBD).

PERSONNEL

- A. On a motion made by Ms. Cole and seconded by Ms. Smith, the Board approved Ms. Michele Zwierski, Librarian I P/T effective January 8, 2024 with the salary as discussed in executive session.

Yes – 4

No – 0

- B. On a motion made by Ms. Cole and seconded by Ms. Smith, the Board approved Ms. Nathalie Levin, Librarian II F/T effective January 16, 2024, with the salary as discussed in executive session.

Yes – 4

No – 0

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SECOND PUBLIC HEARING

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

EXECUTIVE SESSION

ADJOURNMENT

- A. On a motion made by Ms. Dolowich and seconded by Ms. Cole the Board adjourned at 5:58 pm.

Yes – 4

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board