

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES MARCH 14, 2023

CALL TO ORDER

Ms. Jacobson called the meeting to order at 7:12 PM in the Meeting Room. Present were Ms. Dolowich, Ms. Cole, Mr. Weinstock, Ms. Smith, Ms. Cinquemani, Mr. Truncale (Counsel), and Ms. Medina.

PUBLIC HEARING

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

MINUTES

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the regular meeting minutes of February 13, 2023.

Yes – 5

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the revised meeting minutes of December 13, 2022.

Yes – 5

No – 0

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

N/A.

FINANCIAL REPORT

Authorizations for Payment were individually examined and approved as follows:

- A. #2023 - 8 for \$91,929.95 - moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 5

No – 0

- B. #2023 – 8A for \$458.66 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 5

No – 0

- C. #2023 – 8B for \$262,368.21 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 5

No – 0

- D. #2023 – 8D for \$34,892.16 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 5

No – 0

- E. #2023 – 7 for \$125,066.63 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

5-Star Celebration – Jericho Library has been designated a 5-STAR LIBRARY by Library Journal. The 5-Star Celebration event with the community was a huge success, and over 500 patrons participated in an array of fun activities, gifts, and snacks.

State Contracts – The library has been approved for an OGS (New York State Office of General Services) number which allows us to purchase off New York State contracts.

Nassau Library System - Each year the Nassau Library System (NLS) invites Member Library Trustees and Directors to attend an NLS Board Meeting. The Board members and Ms. Cinquemani are invited to attend on June 26, 2023 at 7:30 PM. Ms. Cinquemani will give an additional reminder as the date approaches should any Trustees be interested in attending.

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Legislative Meeting - At the Oyster-Bay East Norwich Public Library Ms. Cinquemani was pleased to meet with Assemblyman Mr. Jake Blumencranz, who grew up in Jericho and spent many days studying in the Jericho Library. In attendance were other library directors and trustees from the 15th District, as well as Ms. Caroline Ashby, Director of the Nassau Library System. Topics of discussion included the importance of libraries in our communities, students and mental health, science and technology in libraries, and funding challenges. The Assemblyman was very responsive to our questions and concerns.

Annual Report - Ms. Medina and Ms. Cinquemani attended a virtual 2022 Annual Report for Public and Association Libraries training session given by the Nassau Library System (NLS). Each year required data is compiled and sent to New York State. Information that is reported includes library financial data, statistics on library usage, programs, electronic and physical collections, as well as databases and other resources and services.

Museum Passes - We have a new museum pass, the Museum of the Moving Image (MoMI) in New York City, which admits 2 adults and 2 children under the age of 17. Complimentary screening tickets are also included. Enjoy exhibitions, film screenings, live conversations with artists, filmmakers, scholars, media educators, and other industry professionals. The library is also offering discounted tickets to the Long Island Aquarium in Riverhead. Tickets may be purchased for \$24 per person at the Circulation Desk while supplies last. Please visit www.jericholibrary.org for more information on our Museum Pass Program for Jericho cardholders.

Building and Grounds - A fire broke out in the residential area (the Manors) that is directly behind the library's back parking lot. Ms. Cinquemani met with Mr. Matthew Kerin, the Fire Marshal for the Investigative Division, and confirmed per camera footage that there was no activity in the library parking lot at the time of the fire. Ms. Cinquemani responded to an inquiry from a representative at the Manors and confirmed this as well. The only library property damage was to a section of chain link fence which we are replacing. Ms. Cinquemani contacted Regan Insurance and the deductible did not make this worthwhile to submit.

Library Program Search Tool- Ms. Cinquemani received a Trustee request to look into a way for patrons to search for programs (being held at different libraries) in one place. The Nassau Library System receives this suggestion frequently from Trustees, the public, and library staff. There is currently no tool to aggregate the different calendars of member libraries. That being said, it is on their radar and hopefully in the future they can find a solution for a systemwide calendar that is viable.

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. The New York State Department of Education (NYSED) is

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conducting an architectural technical review of our Capital Improvement projects. Ms. Cinquemani is working with Mr. Philip Handler at BBS Architects to provide additional necessary information to NYSED and the library is getting closer to approval. Mr. Munozospina, Head of Technology, and Ms. Cinquemani met with Mr. Handler and Mr. Will Recce of SCC onsite at the library to walk the space again and firm up plans for when the building projects begin.

Book Donations- Our next book donation date is Monday April 3. Gently used books will be accepted from 9:30am to 4:30pm at the back of the library and can be placed in the cart outside.

Email Newsletter & Programs- The Jericho community is encouraged 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 FEBRUARY 2023

CHILDREN'S DEPT – PROGRAMS	23
CHILDREN'S DEPT – ATTENDEES	458
TEEN DEPT - PROGRAMS	7
TEEN DEPT - ATTENDEES	74
ADULT DEPT - PROGRAMS	28
ADULT DEPT - ATTENDEES	602
NEW LIBRARY CARDS	82
LIBRARY VISITORS	5765
WIFI SESSIONS	64,652
WEBSITE USERS	5227
CIRCULATION CHECKOUTS	13,131
SOCIAL MEDIA FOLLOWERS	
FACEBOOK	914
INSTAGRAM	1,037

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TIKTOK	171
TWITTER	334
YOU TUBE	138

PROGRAM HIGHLIGHTS:

Local History – Long Island has always been famous for potatoes! In Jericho, before the growth of suburbia caused by the housing boom in the 1950s there were potato fields in Jericho too. Our March/April Local History Display ‘digs’ into the story of the LI Potato. You can find more fascinating Jericho history at www.jericholibrary.org/jericho-pedia.

Pokemon Games – Jericho children celebrated Pokemon Day with crafts, games, and bingo!

‘The Place to Be’ – Jericho students are coming out in droves to study at the library! On one particular evening every inch of space in the building was in use. Ms. Cinquemani was pleased to see them utilizing our space and valued resources to succeed in their academic pursuits.

UNFINISHED BUSINESS

- A. Windows/Doors & Theater Construction Project. 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. The New York State Department of Education (NYSED) is conducting an architectural technical review of our Capital Improvement projects. Ms. Cinquemani is working with Mr. Philip Handler at BBS Architects to provide additional necessary information to NYSED and the library is getting closer to approval. Mr. Munozospina, Head of Technology, and Ms. Cinquemani met with Mr. Handler and Mr. Will Recce of SCC onsite at the library to walk the space again and firm up plans for when the building projects begin.

NEW BUSINESS

- A. Trustee Oath of Office - Ms. Jessica Smith took the required Oath of Office.

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- B. The Board unanimously approved for the fiscal year 2023/2024, the proposed tax levy increase of 1.5%, and a partial transfer from the 2022/2023 budget surplus of \$16,000 to reduce the overall levy.

Yes – 5

No - 0

- C. Next Board Meeting Date is Tuesday, April 10, 2023, at 7:00 PM in the Meeting Room.

PERSONNEL

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the termination of Children’s F/T Librarian I, before end of Civil Service probationary period, effective March 7, 2023.

Yes – 5

No - 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved the appointment of Ilgar Guo, P/T Librarian I at \$26.55 per hour pending Civil Service approval.

Yes – 5

No – 0

- C. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved the appointment of Carol Byrne, F/T Account Clerk at \$45,000 per year effective March 27, 2023.

Yes – 5

No – 0

- D. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved a cost of living increase for the staff for the fiscal year 2023-2024, as discussed in executive session.

Yes – 5

No – 0

- E. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved a cost of living increase for administration staff for the fiscal year 2023-2024, as discussed in executive session.

Yes – 5

No – 0

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- F. The Board unanimously approved staff benefits as discussed in executive session, effective fiscal year 2023-2024.

Yes – 5

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. Jacobson and seconded by Ms. Dolowich, the Board approved to enter Executive session at 8:16 PM.

Yes – 5

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Mr. Weinstock, the Board approved to exit Executive session at 9:45 PM.

Yes – 5

No – 0

- C. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved to enter Executive session at 9:47 PM.

Yes – 5

No – 0

- D. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved to exit Executive session at 10:05 PM.

Yes – 5

No – 0

ADJOURNMENT

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- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the meeting was adjourned at 10:11 PM.

Yes – 5

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board