

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES MAY 16, 2023

CALL TO ORDER

Ms. Jacobson called the meeting to order at 2:49 PM in the Meeting Room. Present were Ms. Jacobson, Ms. Dolowich, Mr. Weinstock, Ms. Smith, Ms. Cinquemani, Ms. Medina and Mr. Truncale, Counsel. Ms. Cole was absent with prior notice.

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. Dolowich, the Board approved the regular meeting minutes of April 10, 2023.

Yes – 4

No – 0

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

- A. Total Community Management Letter. Correspondence was sent regarding the fire on the premises of the Manors, subsequent damage to a portion of the library's fence, and the library's request for reimbursement. The Director has been awaiting response and has sent a 2nd letter certified mail.

FINANCIAL REPORT

Authorizations for Payment were individually examined and approved as follows:

- A. #2023 - 10 for \$64,802.96 - moved by Mr. Weinstock and seconded by Ms. Jacobson.

Yes – 4

No – 0

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B. #2023 – 10A for \$956.22 – moved by Mr. Weinstock and seconded by Ms. Jacobson.

Yes – 4

No – 0

C. #2023 – 10B for \$258,039.47 – moved by Mr. Weinstock and seconded by Ms. Jacobson.

Yes – 4

No – 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

LIBRARY BUDGET & VOTE - The Jericho Library Board of Trustees has approved a 1.5% increase to the library tax levy for fiscal year 2023/2024. The school budget vote will be on May 16, 2023, from 6 AM -9 PM at the Jericho Middle/High School (Sam Springer Gym). The library budget appears as Proposition 3 on the school district election ballot. Candidates for library trustee will be on the ballot. To request an absentee ballot, patrons may email districtclerk@jerichoschools.org or call 516-203-3600 extension 3214. The public hearing is scheduled for May 9 in the High School Little Theater at 7pm and meet the candidates at 7:30.

LIBRARY BOARD MEETING DATES- Ms. Cinquemani has enclosed a calendar for 2023-2024 with library Trustee meeting dates marked in red. For review and discussion. Final dates are sent to the school district to be added to their calendar.

JERICO SCHOOL DISTRICT- Ms. Cinquemani attended the last Jericho Wellness Coalition meeting for the school year. Each school has implemented wonderful programs to support the wellbeing of Jericho School District students. Topics include time management and executive function, peer pressure, bully prevention, suicide awareness, gambling prevention, being a leader, safe driving, coping skills and stress management, community, gratitude, courage and confidence, and recognizing student achievements, to name a few. The Jericho Public Library is always looking for ways to support the district and our Jericho students when they come to the library- by providing programs and topics of interest, resources, and a welcoming space for study and collaboration.

NEW YORK STATE ANNUAL REPORT – We are currently working with the Nassau Library System to finalize all data for the 2021-2022 fiscal year annual report required by New

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York State. This report includes Jericho Library financial information and statistics for activities conducted throughout the previous year.

SECURITY SURVEY- Ms. Cinquemani has provided a summary of the Nassau County Police Department (Homeland Security) Security Survey report for the Jericho Public Library to the Board of Trustees for review.

WORKPLACE SAFETY- We will be conducting a safety and loss prevention consultation and evaluation with RPF Associates per the New York Compensation Insurance Rating Board. Safety is always a priority here at the library.

OVERDRIVE- The Overdrive app is officially discontinued, and patrons will now use the Libby app. (Overdrive is still the company that provides this service, the name of the app is the only thing that is different.) There are two new features in the Libby app: 1) Deep Search allows the user to search for titles not currently in the Jericho Library collection, and 2) Notify Me allows the user to tag an unowned title so they are alerted if the title is purchased. You can visit our Reference Desk for any questions or title requests. Our Technology Aides are also available to help with Libby questions, or to walk you through the app.

BUILDING AND GROUNDS- The Manors letter addressing the fire on their premises and subsequent damage to a portion of our fence was returned as undeliverable. Ms. Cinquemani re-sent the letter to Total Community Management on April 25th and am awaiting a response. She will contact them again if there is no response within two weeks. We are in the process of installing long-lasting and energy efficient LED lighting on both the first and second floors.

MUSEUM PASSES- Library patrons can take advantage of our new museum pass to the Planting Fields Arboretum State Historic Park, which is print on demand. The Hofstra University Museum Pass was not renewed due to low circulation. We will be adding the Jewish Museum in New York City again per request.

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) has completed the engineering technical approval. The project is now currently in the Fiscal Associates queue and they are unable to provide any expected dates until the approval is complete. A permit cannot yet be issued, which impacts our bid and work schedule. Please see the updated timeline. Material lead times/contractor workload in the fall (versus the summer) could lead to a benefit in terms of cost and speed with which the contractors complete the various aspects of the project. As soon as the permit is approved we will be ready to proceed with the bidding process. The front

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hardscaping and seating estimate discussed last month has been revised and actual costs have increased. We're exploring ideas to keep costs low for that part of the project.

BOOK SALE - Save the date for the Book Sale on June 10, from 9:30am-4:30pm.

FIRE DRILL- Jericho Library staff completed a fire drill training on April 19.

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 APRIL 2023:

CHILDREN'S DEPT – PROGRAMS	28
CHILDREN'S DEPT – ATTENDEES	693
TEEN DEPT - PROGRAMS	7
TEEN DEPT - ATTENDEES	75
ADULT DEPT - PROGRAMS	29
ADULT DEPT - ATTENDEES	1026
NEW LIBRARY CARDS	38
LIBRARY VISITORS	9028
WIFI SESSIONS	83.019
WEBSITE USERS	5176
CIRCULATION CHECKOUTS	12,517
SOCIAL MEDIA FOLLOWERS	
FACEBOOK	950
INSTAGRAM	1051
TIKTOK	193
TWITTER	346
YOU TUBE	139

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PROGRAM HIGHLIGHTS:

TECH DAY- Patrons learned about our new and improved catalog, Vega Discover, and experienced the state-of-the-art Nassau Library System Tech mobile.

GARDENING KITS- We are celebrating spring planting with Take and Make Gardening Kits and Seed Packet Bundles for Jericho Library cardholders. Our patrons can also enjoy an upcoming gardening program for adults, and a family friendly program to learn about worms and composting (while making your own wormery and earth friendly compost pile).

TEEN COMMUNITY SERVICE- Our Teens are at it again! They created wonderful bags to be donated to a local animal shelter and given to pet adopters.

POETRY MONTH- Poet Darren Sardelli and his program, Laugh-a-Lot Poetry, motivated Jericho children of all ages to read and write poetry.

BUBBLE SHOW- Bubbledad entertained Jericho children with his interactive, scientific, and mesmerizing bubble show.

MUSICAL CONCERT- 117 attendees enjoyed a wonderful performance by the Tom Petty Tribute band.

UNFINISHED BUSINESS

- A. Windows/Doors & Theater Construction Project. Ms. Cinquemani continues to follow up on the status of New York State permits which will determine the timeline for the work to be done. Outdoor hardscaping and seating discussion tabled.

NEW BUSINESS

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- A. On a motion made by Ms. Dolowich and seconded by Mr. Weinstock, the Board approved the additional revision to the Jericho Public Library Borrowing Privileges Policy.

Yes – 4

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved these resolutions per the New York State Education Department (NYSED):

Be it hereby resolved that the Board of Trustees of the Jericho Public Library, accepts the DASNY State and Municipal Facilities Program (“SAM”) Grant which will be awarded to the Jericho Public Library in the amount of \$50,000. This Grant will be used for Various Building Upgrades (including window replacements and theater update) commencing in 2023-2024.

Be it hereby resolved that the Board of Trustees of the Jericho Public Library, approves Various Building Upgrades (including window replacements and theater update) in the amount of \$1,039,110 to be taken from the Jericho Public Library capital reserve and commencing in 2023-2024.

Yes – 4

No – 0

- C. Next Board Meeting Date is Monday, June 12, 2023, at 4:00 PM, at the library (location TBD).

PERSONNEL

- A. On a motion made by Ms. Dolowich and seconded by Ms. Jacobson, the Board accepted the resignation of Edward Goldberg, P/T Librarian I, effective June 8, 2023.

Yes – 4

No - 0

SECOND PUBLIC HEARING

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

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EXECUTIVE SESSION

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board entered Executive session at 4:01 PM.

Yes – 4

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Mr. Weinstock, the Board exited Executive Session at 4:39 PM.

Yes – 4

No – 0

ADJOURNMENT

- A. On a motion made by Ms. Dolowich and seconded by Mr. Weinstock, the meeting was adjourned at 4:40 PM.

Yes – 4

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board