

**REVISED MINUTES OF THE REGULAR MEETING OF THE JERICO PUBLIC LIBRARY**  
**BOARD OF TRUSTEES SEPTEMBER 11, 2023**

**CALL TO ORDER**

Ms. Jacobson called the meeting to order at 4:15 pm in the Meeting Room. Present were Ms. Jacobson, Ms. Dolowich, Ms. Cole, Mr. Weinstock, Ms. Smith, Ms. Cinquemani, Ms. Medina and Mr. Truncale, Counsel.

**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 August 14, 2023.

Yes – 5

No – 0

**DEPARTMENT HEAD**

N/A.

**COMMUNICATIONS**

- A. Cullen & Danowski are engaged to audit the financials of the Jericho Public Library for the year ended June 30, 2023.

**FINANCIAL REPORT**

Authorizations for Payment were individually examined and approved as follows:

- A. #2023 - 2 for \$76,513.06 - moved by Ms. Jacobson and seconded by Ms. Dolowich.

Yes – 5

No – 0

B. #2023 – 2A for \$1,070.09 – moved by Ms. Jacobson and seconded by Ms. Dolowich.

Yes – 5

No – 0

C. #2023 – 2B for \$385,599.76 – moved by Ms. Jacobson and seconded by Ms. Dolowich.

Yes – 5

No – 0

D. #2023 – 2C for \$335,975.09 – moved by Ms. Jacobson and seconded by Ms. Dolowich.

Yes – 5

No – 0

### **COMMITTEE REPORTS**

N/A.

### **DIRECTOR' S REPORT**

**BUILDING & GROUNDS** - The roof was leaking beneath one of the HVAC units. The unit was sealed around the edges to prevent leaking in the future. During the heat wave HVAC 6 stopped working. Inter-County Mechanical came on site and got the unit running again. We are consulting with Ainsworth to check if there are issues with the electronic system that controls the unit. Schumacher & Farley came on site to examine the downstairs women's bathroom auto flush system as there have been some issues with the sensors. Library custodial staff power washed the roof and painted/sealed the overhang outside.

**MUSEUM PASSES** - We are adding the 9/11 Memorial and Museum Pass to our collection of passes.

**FINANCIAL AUDIT** - Cullen & Danowski, LLP is currently at the library completing their audit of the Jericho Library for fiscal year 2022-2023. Administration staff provided the

auditors with any information requested. Once the financial report is complete, Ms. Jill Sanders will meet with the Board to discuss their findings.

TECHNOLOGY - Mr. Munoz Ospina, Head of Technology, led a computer infrastructure upgrade this past month. The project included the replacement of 20 old computers with new, up-to-date models. This project also required upgrading to latest software versions, and ensuring a seamless transition with minimal disruption to daily operations and minimizing any issues encountered during the software upgrade. The transition was a success and many thanks to the Technology Department for their work.

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. Bid submissions were accepted on August 23. BBS Architects and SCC construction management were on hand to accept and review the bids. This month the Board will award the bid.

NYS CONSTRUCTION AID – We are being awarded \$4,316.00 in aid from New York State for the ADA compliant bottle filling stations that were installed in the library. We are applying again this year.

LOCAL HISTORY DISPLAY - Jericho Library’s Collection of Special Books is the theme for the display case in the months of September & October. This includes very old books, rare books, local author books and more from our archives.

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 (DIRECT ACCESS) AUGUST 2023:

CHILDREN'S DEPT – PROGRAMS	24
CHILDREN'S DEPT – ATTENDEES	510
TEEN DEPT - PROGRAMS	8
TEEN DEPT - ATTENDEES	102
ADULT DEPT - PROGRAMS	32
ADULT DEPT - ATTENDEES	714

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NEW LIBRARY CARDS	84
LIBRARY VISITORS	11,589
WIFI SESSIONS	72,052
WEBSITE USERS	7,343
CIRCULATION CHECKOUTS	13,809
SOCIAL MEDIA FOLLOWERS	
FACEBOOK	985
INSTAGRAM	1098
TIKTOK	200
TWITTER	368
YOU TUBE	140

**HIGHLIGHTS:**

MURAL PAINTING - 29 teens and tweens came to the library to paint a 4-piece mural with Jericho Eagle Scout Jonathan Chen. The cooperation and enthusiasm among the attendees was fantastic! You can view their artwork currently on display at the front entrance of the library.

CHILDREN'S ROOM ACTIVITIES- Jericho children had a wonderful time at 'Itty Bitty Bookworms' and the 'Elephant and Piggy Craft Program'!

**UNFINISHED BUSINESS**

- A. Windows/Doors & Theater Capital Project. Bid submissions were accepted on August 23, 2023. BBS Architects and SCC Construction Management were on hand to accept and review the bids.

**NEW BUSINESS**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board made a resolution to award the bid as recommended by BBS Architects for the capital project.

Yes – 5

No – 0

- B. Next Board Meeting Date is Tuesday, October 10, 2023, at 4:00 PM, (location TBD).

**PERSONNEL**

- A. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved increasing the annual starting salary of F/T Typist Clerk to \$41,000.

Yes – 5

No – 0

- B. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved employee wage compression increase for P/T Librarian I to \$28.00 per hour as discussed in executive session.

Yes – 5

No – 0

- C. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the appointment of F/T Typist Clerk, effective September 5, 2023, at annual salary of \$41,000 as discussed in executive session.

Yes – 5

No – 0

- D. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the appointment of P/T Typist Clerk pending Civil Service approval, with \$1.00 increase to employee hourly wage as discussed in executive session.

Yes – 5

No – 0

- E. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the appointment of Information Technology Specialist I with a \$2,500.00 salary increase pending Civil Service approval, as discussed in executive session.

Yes – 5

No – 0

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- F. On a motion made by Ms. Dolowich and seconded by Ms. Smith, the Board approved a wage compression increase of \$1000 for F/T Typist Clerk, effective 9/12/2023, and \$1500 increase upon Civil Service approval of Senior Library Clerk, as discussed in executive session.

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. Smith the Board entered executive session at 6:20 pm.

Yes – 5

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Smith the Board exited executive session at 6:35 pm.

Yes – 5

No -0

**ADJOURNMENT**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Smith the Board adjourned at 6:42 pm.

Yes – 5

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board