

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES OCTOBER 10, 2023

CALL TO ORDER

Ms. Jacobson called the meeting to order at 4:06 pm in the Meeting Room. Present were Ms. Jacobson, Ms. Dolowich, Mr. Weinstock, Ms. Cinquemani, Ms. Medina and Mr. Truncale, Counsel. Absent with prior notice was Ms. Cole and Ms. Smith.

Also present were SCC Construction Management, Mr. Recce, Mr. Caliendo, Mr. Ramos and BBS Architect Mr. Handler.

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. Jacobson, the Board approved the revised regular meeting minutes of September 11, 2023.

Yes – 3

No – 0

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

N/A

FINANCIAL REPORT

Authorizations for Payment were individually examined and approved as follows:

- A. #2023 - 3 for \$94,465.11 - moved by Ms. Jacobson and seconded by Ms. Dolowich.

Yes – 3

No – 0

B. #2023 – 3A for \$1,030.65 – moved by Ms. Jacobson and seconded by Ms. Dolowich.

Yes – 3

No – 0

C. #2023 – 3B for \$276,557.82 – moved by Ms. Jacobson and seconded by Ms. Dolowich.

Yes – 3

No – 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

Technology - The library has received a Pocketalk two-way translation device from the Nassau County Central and Co-Central Libraries. Our Technology Department has trained the Reference staff to beta test this product. If it proves beneficial in aiding communication with the public, then we are able to order additional devices at a discounted price.

We have applied for a Long Island Library Resources Council (LILRC) technology assistance grant. We are hoping to receive reimbursement for an additional network switch dedicated to providing WiFi access to the public, ensuring uptime and the capacity for large volumes of traffic.

Building and Grounds - The Meeting Room was freshly painted by library custodial staff. Carpets were cleaned by Rainbow Maintenance and Cleaning. Inter-County Mechanical replaced a burnt spade terminal on HVAC 1 and replaced all HVAC filters. Inter-County Mechanical and Ainsworth/Delta determined there is a malfunctioning unit board on HVAC 6 that needs to be replaced. Our BMS system which controls the HVAC units was

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updated, which has resulted in more efficient HVAC operations throughout the library. Corkrey Electric replaced ballasts in the second floor Reference area to restore light.

Overdrive - The Great Courses have been added into OverDrive/Libby. In the Libby App, patrons can scroll down to the 'Extras' section and follow the prompts to collect a pass to access the collection.

Insurance - In working with the Regan Agency, Inc. we were able to switch insurance to Utica National Insurance Group for better coverage and cost savings which will benefit 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 repairs and improvements to be paid for with existing capital funds. The bid was approved and awarded to AFL General Construction. Mr. Munoz Ospina, Head of Technology, and myself attended a meeting with BBS Architects, SCC Construction Management, and AFL General Construction to discuss next steps. We have notified the community of the upcoming work to be done. Patrons can check our progress by visiting the library website. (www.jericholibrary.org/workzone) Information can also be found on signage throughout the library, flyers at the public facing desks, and social media. There will be a phone message once the work is ready to begin. Ms. Cinquemani has contacted the Jericho School District, and they will assist with sending this information to our Jericho families and students.

Email Newsletter and 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) SEPTEMBER 2023

CHILDREN'S DEPT PROGRAMS- 17
CHILDREN'S DEPT ATTENDEES- 371

TEEN DEPT PROGRAMS- 4
TEEN DEPT ATTENDEES- 35

ADULT DEPT PROGRAMS- 32
ADULT DEPT ATTENDEES- 828

NEW LIBRARY CARDS- 105 *40 cards were from the Jericho Schools Welcome Night.

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LIBRARY VISITORS- 5849

WIFI SESSIONS- 59,081

WEBSITE USERS- 6055

CIRCULATION CHECKOUTS- 11,203

SOCIAL MEDIA FOLLOWERS:

FACEBOOK- 998

INSTAGRAM- 1102

TIKTOK- 199

TWITTER (X)- 377

YOUTUBE- 140

HIGHLIGHTS:

Library Card Sign Up Month - On September 21st Jericho cardholders that checked out an item received a goody bag with a suggested reads flyer. New cardholders in September were entered into a chance to win a raffle.

Book Sale - 425 people attended our two-day book sale. It was a pleasure to see community members and help them pick out titles from our selection.

Little Free Library - Our community members can now stop next door in the park and use our Little Free Library. We are replenishing it with titles for children, teens, and adults to enjoy. Thank you to the Town of Oyster Bay and thank you to Jericho High School Eagle Scout Jonathan Chen for making the benches.

UNFINISHED BUSINESS

- A. Windows/Doors & Theater Capital Project.

NEW BUSINESS

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- A. Next Board Meeting Date is Tuesday, November 14, 2023, at 4:00 PM, (location TBD).

PERSONNEL

- A. On a motion made by Ms. Dolowich and seconded by Ms. Jacobson, the Board approved an increase for Maria Heinze, F/T Typist Clerk, pending passing of the Civil Service examination as discussed in executive session.

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. Jacobson and seconded by Ms. Dolowich the Board entered executive session at 4:56 pm.

Yes – 3

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich the Board exited executive session at 5:02 pm.

Yes – 3

No -0

ADJOURNMENT

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich the Board adjourned at 5:21 pm.

Yes – 3

No – 0

Respectfully submitted,

Jessica Smith, Secretary

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Fran Medina, Clerk of the Board

NOT YET APPROVED