

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES NOVEMBER 15, 2023

CALL TO ORDER

Ms. Jacobson called the meeting to order at 4:16 pm in the Meeting Room. Present were Ms. Jacobson, Ms. Dolowich, Ms. Cole, Ms. Smith, Ms. Cinquemani, Ms. Medina and Mr. Truncale, Counsel. Absent with prior notice was Mr. Weinstock.

PUBLIC HEARING

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

MINUTES

- A. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board approved the regular meeting minutes of October 10, 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 - 4 for \$114,827.29 - moved by Ms. Dolowich and seconded by Ms. Jacobson.

Yes – 4

No – 0

- B. #2023 – 4A for \$922.15 – moved by Ms. Dolowich and seconded by Ms. Jacobson.

Yes – 4

No – 0

- C. #2023 – 4B for \$278,514.87 – moved by Ms. Dolowich and seconded by Ms. Jacobson.

Yes – 4

No – 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

MUSEUM PASSES - The library has added two new museum passes per patron request- The Jewish Museum and 9/11 Memorial & Museum.

REPRESENTATIVES – The Jericho Public Library had the pleasure of a visit from Senator Jack Martins, who delivered 125 free COVID tests for the Jericho community. They are available at the Circulation Desk while supplies last. Ms. Cinquemani showed him the work being done to improve our theater with assistance from a SAM grant that had been awarded to us by former Senator James Gaughran. Funding is essential for us to maintain an aging building, and to be able to serve the community now and into the future. Assemblyman Jake Blumencranz is sponsoring Toys for Tots to provide gifts for children in need on Long Island. Legislator Arnie Drucker is sponsoring a coat drive for residents in need. Patrons can donate in our lobby.

LIBRARIES AND THE FUTURE - Mr. Munoz Ospina and Ms. Cinquemani attended this year's 'Annual Conference on Libraries and the Future: AI in Libraries' which raised a lot of important questions and thoughts about the future of libraries in the presentations about AI (Artificial Intelligence). Speaker Nick Tanzi noted that this is a disruptive technology akin to the creation of the world wide web and that such changes bring a lot of fear, but also there can be opportunity. Presentation topics included concern for intellectual property rights, the impacts on individual privacy, cybersecurity risks, and the

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potential for AI models to reduce social interaction, increase existing biases and the digital divide. How do libraries respond to these concerns and the changes AI will inevitably bring? How can they take advantage of any potential benefits? We will continue to be informed about this very timely subject and how it may affect future library services.

JERICOH SCHOOL DISTRICT - The library is in receipt of tax and PILOT checks from the Jericho School District (JUFSD). These funds support the library and our services to the community. I attended the October Jericho Wellness Coalition Meeting to hear about the district's student health and wellness initiatives for this year and to support their efforts. They are offering many programs for students including wellness days and activities, and Northwell trainings for students and their families. Many students visit the library after school and we aim to provide library programming and resources to assist them in all areas.

TECHNOLOGY - The library has purchased Pocketalk two-way translation devices (at the Nassau libraries discounted price) for each public service desk. Mr. Munoz Ospina and our Technology team are training Jericho Library staff in the use of this product to aid communication with the public. Each Pocketalk device includes audio translation for 82 languages. Saturn Business Systems replaced old network switches with a new and more efficient Aruba system.

BUILDING & GROUNDS - The inner and outer automatic doors in the lobby were not opening and closing properly. MacKenzie Automatic Doors made the necessary adjustments to get them working again. HVAC unit 6 was not communicating with the computer system. Inter-County Mechanical replaced an RTRM board and got the unit back online.

NASSAU LIBRARY SYSTEM MEMBER LIBRARY SUPPORT - The library pays member library support to the Nassau Library System (NLS) and receives key services which include interlibrary loan/materials delivery, NYS Annual Report support, NYS Construction aid support, continuing education for staff and Trustees (and more). Member Library support is calculated based on 4 factors: Population, Materials Expenditures, Cardholders, and Circulation. Documentation is attached for Board review and vote.

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. We will be receiving reports every two weeks from the construction team and Ms. Cinquemani is directing them to coordinate weekly job meetings for us to discuss progress. Information on the project is being posted to the Jericho Library website at www.jericholibrary.org/workzone. The Jericho community has been notified of the construction via signage, flyers, our web site, phone message, and social media. Ms.

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Cinquemani has contacted the Jericho School District for their assistance in sending this information to our Jericho families and students. To date: old seating and carpet have been removed from the theater in preparation for electrical work, new carpet, new theater seating, and handrails. The shrubbery at the front of the library has been removed and transplanted in preparation for hardscaping to eliminate leaks. Starting the week of 11/13, the back parking lot will be closed to install safety guardrails. We are excited for the community to enjoy the result of these repairs and improvements when completed. Many thanks to staff members Mr. Munoz Ospina and Mr. Valencia for their valuable assistance during this time.

NASSAU'S PUBLIC LIBRARIES EVENT CALENDAR - The Nassau Library System (NLS) recently launched their public-facing 'Nassau's Public Libraries Event Calendar'. Libraries can manually enter programs into this calendar for patron use. Visit <https://events.nassaulibrary.org>.

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) OCTOBER 2023

CHILDREN'S DEPT PROGRAMS- 18
CHILDREN'S DEPT ATTENDEES- 523

TEEN DEPT PROGRAMS- 7
TEEN DEPT ATTENDEES- 108

ADULT DEPT PROGRAMS- 41
ADULT DEPT ATTENDEES- 1268

NEW LIBRARY CARDS- 72

LIBRARY VISITORS- 6563

WIFI SESSIONS- 89,400

WEBSITE USERS- 5621

CIRCULATION CHECKOUTS- 11,326

SOCIAL MEDIA FOLLOWERS:

FACEBOOK- 1002
INSTAGRAM- 1104
TIKTOK- 204
TWITTER (X)- 379
YOUTUBE- 140

HIGHLIGHTS

We reached 1000 Facebook followers!

TEEN PROGRAMS - Jericho students wrapped gift boxes in preparation for the 'Great Giveback' program and attended a teen-led presentation of 'Shining Light on Dark Skies' which was about the issues of light pollution and what teens can do to help.

FALL FUN DAY - Our 'Fall Fun Day' program was a hit, and our Jericho families gave a tremendous amount of positive feedback regarding the program. Approximately 200 patrons attended this event. Families were having fun playing games and using the Bean Bag Toss. We had face painting and pumpkin decorating. Kudos to our Children's Librarians, our Custodians, and Teen volunteers who helped to make the day a success!

UNFINISHED BUSINESS

- A. Windows/Doors & Theater Capital Project.

NEW BUSINESS

- A. On a motion made by Ms. Dolowich and seconded by Ms. Smith, the Board approved a resolution authorizing Ms. Jacobson to sign the AFL General Construction, Inc. agreement.

Yes – 4

No – 0

- B. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board voted to approve the Nassau Library System's request for Member Library Support for calendar years 2024 and 2025.

Yes – 4

No – 0

- C. Next Board Meeting Date is Tuesday, December 12, 2023, at 4:00 PM, (location TBD).

PERSONNEL

- A. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board made a motion to accept the Retirement of Ms. Roseann Lewandowski, Full Time Librarian II and Head of Children’s Services, effective January 2, 2024. The Board thanks Ms. Lewandowski for her many contributions to the library and wishes her the best in retirement.

Yes – 4 No - 0

- B. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved to increase the Librarian II Full Time starting salary as discussed in executive session.

Yes – 4 No - 0

- C. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved to increase the Librarian I Full Time starting salary as discussed in executive session.

Yes – 4 No - 0

- D. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the promotion of Ms. Denise Liggio, Full Time Librarian II, to Head of Children’s Services effective January 2, 2024 with a salary increase as discussed in executive session.

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 4:17 pm.

Yes – 4

No – 0

- B. On a motion made by Ms. Dolowich and seconded by Ms. Jacobson the Board exited executive session at 4:35 pm.

Yes – 4

No -0

ADJOURNMENT

- A. On a motion made by Ms. Cole and seconded by Ms. Dolowich the Board adjourned at 5:15 pm.

Yes – 4

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board