

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES MARCH 12, 2024

CALL TO ORDER

Ms. Jacobson called the meeting to order at 4:29 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. Cole, the Board approved the regular meeting minutes of February 13, 2024.

Yes – 5

No – 0

- B. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board approved the work session meeting minutes of February 29, 2024.

Yes – 5

No – 0

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

N/A.

FINANCIAL REPORT

Authorizations for Payment were individually examined and approved as follows:

- A. #2024 - 8 for \$176,352.32 - moved by Ms. Jacobson and seconded by Mr. Weinstock.

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Yes – 5

No – 0

B. #2024 – 8A for \$215.75 – moved by Ms. Jacobson and seconded by Mr. Weinstock.

Yes – 5

No – 0

C. #2024 – 8B for \$438,930.32 – moved by Ms. Jacobson and seconded by Mr. Weinstock.

Yes – 5

No – 0

D. #2024 – 8D for \$28,239.58 – moved by Ms. Jacobson and seconded by Mr. Weinstock.

Yes – 5

No – 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

BUDGET - We have begun the budget process for fiscal year 2024/2025. The latest draft is attached for Board review and discussion.

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 are excited to announce the next phase of work, which will be the replacement of old and leaking windows with new energy efficient and cost-efficient windows. Our information center on the second floor will also be updated to include additional seating and space for our patrons. While making these improvements the library building will be an active construction site. For the safety of our patrons it will be necessary to close the building during this time, from approximately mid-April to mid-May. (Dates subject to change.) Further updates will be posted on our website www.jericholibrary.org/workzone), social media, email, phone message, and flyers. We will continue to offer virtual services and assist the Jericho community. More information to come.

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BOARD OF ELECTIONS - Ms. Cinquemani was contacted by the Planning Department of the Nassau County Board of Elections about the possibility of using the Jericho Library for Early Voting. This would require the cancellation of programs being held in the Meeting Room. Please see attached proposal for Board review and discussion.

AUDITOR - Please see attached renewal letter from Cullen & Danowski, LLP who conduct our annual financial audit. For Board review and approval.

NEW YORK STATE ANNUAL REPORT- Ms. Fran Medina and Jericho Library staff are in the process of compiling data for the 'New York State Annual Report for Public and Association Libraries'. Each year we are required to complete this report, which provides a broad statistical summary of the Jericho Library, from visitation and programming, to finances, circulation, holdings, and other information.

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>. Patrons can check our event calendar and see when our Meeting Room on the first floor is available for shared public use.

LIBRARY USAGE AND STATISTICS (DIRECT ACCESS) FEBRUARY 2024

CHILDREN'S DEPT PROGRAMS- 19
CHILDREN'S DEPT ATTENDEES- 396

TEEN DEPT PROGRAMS- 3
TEEN DEPT ATTENDEES- 42

ADULT DEPT PROGRAMS- 33
ADULT DEPT ATTENDEES- 915

NEW LIBRARY CARDS- 42

LIBRARY VISITORS- 6353

WIFI SESSIONS- 46,061

WEBSITE USERS- 11,863

CIRCULATION CHECKOUTS- 11,315

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SOCIAL MEDIA FOLLOWERS:

FACEBOOK- 1027
INSTAGRAM- 1117
TIKTOK- 223
TWITTER (X)- 396
YOUTUBE- 140

UNFINISHED BUSINESS

- A. Capital Improvements at Jericho Public Library.
- B. Safety Management Plan. Tabled.
- C. Tax Cap Resolution. Tabled.

NEW BUSINESS

- A. On a motion made by Mr. Weinstock and seconded by Ms. Jacobson, the Board approved for the fiscal year 2024/2025, the proposed tax levy increase of 1.63% and a partial transfer from the 2023/2024 reserve carryover of \$50,000 to reduce the overall levy.

Yes – 5

No – 0

- B. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board did not approve the Nassau County Board of Elections Early Voting request.

Yes - 5

No - 0

- C. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the engagement letter of Cullen & Danowski, LLP for the year ended June 30, 2024.

Yes – 5

No - 0

- D. Next Board Meeting Date is Tuesday, April 9, 2024, at 4:00 PM, (location TBD).

PERSONNEL

- A. On a motion made by Ms. Dolowich and seconded by Ms. Smith, the Board accepted the letter of retirement of Ms. Phyllis Cox, F/T Community Information Specialist, effective July 6, 2024. The Board thanks Ms. Cox for her many contributions to the library over the years and wishes her the best in retirement.

Yes – 5

No – 0

- B. On a motion made by Ms. Dolowich and seconded by Ms. Smith, the Board accepted the letter of retirement of Mr. Manuel Denegri, P/T Cleaner effective April 27, 2024. The Board thanks Mr. Denegri and wishes him the best in retirement.

Yes – 5

No – 0

- C. 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 2024/2025, 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. Cole, the Board entered executive session at 5:42 pm.

Yes – 5

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Smith, the Board exited executive session at 7:25 pm.

Yes – 5

No – 0

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ADJOURNMENT

A. On a motion made by Ms. Jacobson and seconded by Ms. Cole the Board adjourned at 7:26 pm.

Yes – 5

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board