

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES OCTOBER 15, 2024

CALL TO ORDER

Ms. Jacobson called the meeting to order at 4:14 pm in the Meeting Room. Present were Ms. Jacobson, Ms. Dolowich, Mr. Weinstock, Ms. Cole, Ms. Cinquemani, Director, Ms. Medina, Clerk of the Board, and Mr. Truncale, Counsel. Ms. Smith was absent with prior notice.

OATH OF OFFICE

- A. Administration and notarization of oath of office to Ms. Dolowich. One copy of the notarized oath card will be sent to the County Clerk for filing; one copy is filed behind the minutes in the official minutes book at the Jericho Public Library. The Trustees congratulated and welcomed the re-election of Ms. Dolowich.

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. Cole, the Board approved the regular meeting minutes of September 10, 2024.

Yes – 4

No – 0

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

N/A.

FINANCIAL REPORT

Authorizations for Payment were individually examined and approved by the Board as follows:

- A. #2024 - 3 for \$105,467.51 - moved by Mr. Weinstock and seconded by Ms. Cole.

Yes – 4

No – 0

- B. #2024 – 3A for \$774.92 – moved by Mr. Weinstock and seconded by Ms. Cole.

Yes – 4

No – 0

- C. #2024 – 3B for \$271,786.83 – moved by Mr. Weinstock and seconded by Ms. Cole.

Yes – 4

No – 0

- D. #2024 – 3D for \$79,487.50 – moved by Mr. Weinstock and seconded by Ms. Cole.

Yes – 4

No – 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

CAPITAL IMPROVEMENTS - Shades will be installed on October 30 and October 31. The floor transition by the Administration office exit is the remaining punchlist item. BBS Architects and SCC Construction Management are currently working with AFL (the general contractor) to close out the library capital improvements project.

CONSTRUCTION AID - Lavatory sink sensor faucets have been installed in the bathrooms throughout the library by Schumacher & Farley. The library's application for the 2024 State Aid for Library Construction program has been approved for the amount of \$4,992.00.

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BUILDING & GROUNDS - The emergency replacement HVAC units are being built and we are awaiting the status of the installation date from Inter-County Mechanical. Knockout Pest Control removed a yellow jacket beehive from the building.

BOOK SALE - Our upcoming Book Sale will be on Saturday October 26 9:30 AM - 4:30 PM and Sunday October 27 12:30 PM – 4:30 PM.

60th ANNIVERSARY - Save the date! We will be celebrating 60 years at the JPL on December 7 from 10:00 AM to 3:00 PM with a concert and exciting activities.

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 SNAPSHOT (DIRECT ACCESS) SEPTEMBER 2024

CHILDREN'S DEPT PROGRAMS - 14

CHILDREN'S DEPT ATTENDEES - 224

TEEN DEPT PROGRAMS - 5

TEEN DEPT ATTENDEES - 81

ADULT DEPT PROGRAMS - 57

ADULT DEPT ATTENDEES - 1081

NEW LIBRARY CARDS - 110

LIBRARY VISITORS - 6850

WIFI SESSIONS - 52,136

WEBSITE USERS - 5048

CIRCULATION CHECKOUTS – 12,196

SOCIAL MEDIA FOLLOWERS:

FACEBOOK - 1056

INSTAGRAM - 1147

TIKTOK - 358

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TWITTER (X) - 401

YOUTUBE - 139

HIGHLIGHTS:

Jericho School District Welcome Night- Jericho Public Library staff attended the Jericho School District event welcoming new families to the district and the community. We received 50 library card sign ups!

UNFINISHED BUSINESS

- A. Capital Improvements.
- B. Library Safety. The Board is reviewing library safety procedures.

NEW BUSINESS

- A. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the revised Jericho Public Library Children's Safety Policy.

Yes – 4

No – 0

- B. Next Board meeting date is Thursday, November 14, 2024, at 3:00 PM location TBD.

PERSONNEL

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board accepted the resignation of Ms. Sabra Galbreath, P/T Page effective September 30, 2024.

Yes - 4

No – 0

- B. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the appointment of Ms. Ke Gao, P/T Librarian I, at the hourly rate as discussed in executive session and pending Civil Service approval.

Yes – 4

No – 0

- C. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the appointment of Ms. Carmela Rugnetta, P/T Typist Clerk, at the hourly rate as discussed in executive session and pending Civil Service approval.

- D. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the promotional appointment of a Senior Account Clerk to Principal Account Clerk, with a salary increase as discussed in executive session, and pending Civil Service approval.

Yes – 4

No – 0

- E. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the provisional appointment of a P/T Typist Clerk to F/T Typist Clerk, with the annual salary as discussed in executive session, and pending Civil Service approval.

Yes – 4

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 5:24 pm.

Yes – 4

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board exited the Executive Session at 5:38 pm.

ADJOURNMENT

- A. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board adjourned at 5:40 pm.

Yes – 4

No – 0

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Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board