

**MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES FEBRUARY 10, 2025**

**CALL TO ORDER**

Ms. Jacobson called the meeting to order at 4:13 pm in the Meeting Room.

Present were Ms. Jacobson, Ms. Dolowich, Mr. Weinstock, Ms. Smith, Ms. Cinquemani, Director, Ms. Medina, Clerk of the Board and Mr. Truncale, Counsel.

Ms. Cole was absent with prior notice.

**PUBLIC HEARING**

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

The Board welcomed Mr. Steven Chen, a resident of Jericho, to the meeting. Mr. Chen provided feedback and recommendations to the Board regarding library staff and suggestions for the future improvement of the library.

**MINUTES**

- A. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich, the Board approved the regular meeting minutes of January 14, 2025.

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. #2025 - 7 for \$160,652.82 - moved by Ms. Dolowich and seconded by Ms. Jacobson.

Yes – 4

No – 0

B. #2025 – 7B for \$380,969.42 – moved by Ms. Dolowich and seconded by Ms. Jacobson.

Yes – 4

No – 0

### **COMMITTEE REPORTS**

N/A.

### **DIRECTOR' S REPORT**

**NEW TECHNOLOGY-** Our patrons asked and we listened. The library will now offer PORITALK Translator Devices available for Jericho cardholders to check out for 21 days. Features include:

- Support for 137 languages with ten options for offline translation.
- Quick and precise translations.
- Accommodates various accents and dialects for nuanced communication.

Patrons can contact our Technology department should they require assistance learning how to use the device.

**CURBSIDE PICK UP-** OCLC recently announced that they are discontinuing their Curbside Pick Up platform which the library has been using to facilitate this service. As a result of this announcement the library has updated its curbside pick up procedure. Patrons can visit <https://www.jericholibrary.org/jpl-curbside-pickup> for all information or call the library to reserve items and then arrange for curbside pick up with our staff. We are working to make this as smooth a transition as possible. If patrons have any questions or concerns they can call the library at 516-935-6790 for assistance.

**NEW HVAC UNITS-** Inter-County Mechanical Corp. installed the required board and the next step is to install the Trane licenses and enable communication with the Building Management System (BMS). We will be working with Ainsworth to verify that everything is installed correctly and that the BMS system is functioning as expected.

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**CONSTRUCTION AID-** The library received construction aid in the amount of \$4,492 for the bathroom project.

**BUILDING & GROUNDS-** Stasi Brothers Asphalt repaired the sinkhole in the back parking lot- the sinkhole is filled and safe to drive over. Once it settles and the weather is warmer, then Stasi Brothers will return to pave over it. At the same time they will repair the cracks by the drain in the upper administration parking lot. A leak was found in the Theater at the west wall (beneath the hill) and we are obtaining proposals to probe to see where the leak is coming from. Electronix inspected the library fire alarm system and discovered that the system wasn't functioning correctly. They diagnosed the issue and the technician fixed the system and replaced a couple of strobes. While we had to generate some noise during open hours, the work is now complete. We appreciate everyone's patience during this time.

**NEW YORK STATE ANNUAL REPORT-** Ms. 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.

**NASSAU LIBRARY SYSTEM-** Every month Ms. Cinquemani attends a Member Library Directors (MLD) meeting at the Nassau Library System (NLS). The Director of NLS, Ms. Caroline Ashby, has been in communication with Nassau County Civil Service and will be officially forwarding the sign-on letter that was approved last month by the Nassau Libraries requesting to waive the residency requirement for Librarian, Assistant Director, and Director titles. It will be sent to Executive Director Foskey and Commissioners DeLuca and Markowitz. For several years it has been a challenge to hire new staff members and we are hoping they will respond positively to the request.

**JERICOH SCHOOL DISTRICT-** Jericho Library staff members attended the Jericho High School Community Service Fair to speak with students and families. Teens can find community service opportunities at the library by visiting <https://www.jericholibrary.org/community-service>.

We urge all Teens to join our Teen Advisory Board with Ms. Gina Nicoletti, our Teen Librarian. This is your chance to give feedback, make the library better, and get involved in a library program.

**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>

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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) JANUARY 2025**

CHILDREN'S DEPT PROGRAMS- 15  
CHILDREN'S DEPT ATTENDEES- 289

TEEN DEPT PROGRAMS- 6  
TEEN DEPT ATTENDEES- 86

ADULT DEPT PROGRAMS- 56  
ADULT DEPT ATTENDEES- 1184

NEW LIBRARY CARDS- 44

LIBRARY VISITORS- 6686

WIFI SESSIONS- 44,569

WEBSITE USERS- 5024

CIRCULATION CHECKOUTS- 11,972

#### **SOCIAL MEDIA FOLLOWERS:**

FACEBOOK- 1066  
INSTAGRAM- 1150  
TIKTOK- 556  
TWITTER (X)- 389  
YOUTUBE- 139

#### **HIGHLIGHTS:**

**NLS QUEST-** Are you looking for something fun to do? Participate in the Quest! The 'NLS Quest' is in full swing and patrons have enjoyed visiting our library as well as other libraries in Nassau County. It started on Jan. 25th and runs through March 3rd. Part of the Quest is for patrons to find the stuffed Quest Cat and receive a sticker on their map. (Our cat is displayed proudly in our main lobby, see if you can find him!) Participants will earn a prize at the end and an entry into a grand prize raffle.

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**CHILDREN’S ROOM-** Here in the library we maximize every inch of space. Parents and children enjoyed the ‘Jump for Joy’ program (and the parachute!) in the Children’s Room while another program was being held in the meeting room.

**TEENS-** The Teens worked with Jericho Middle/High School Art Teacher Mr. Jan Porinchak to create clay sculptures of the amphibian growth and life cycle. Mr. Porinchak even brought some live amphibians for the teens to interact with and learn about. The teens (and parents) always appreciate Mr. Porinchak's programs here at the JPL!

**UNFINISHED BUSINESS**

- A. Capital Improvements Plan. Tabled.
- B. Library Safety. Tabled.
- C. Fiscal Year 2025-2026 Budget. Tabled.

**NEW BUSINESS**

- A. On a motion made by Mr. Weinstock and seconded by Ms. Jacobson, the Board approved the Jericho Public Library’s Equipment Borrowing Policy.

Yes – 4

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the Cullen & Danowski, LLP engagement letter for the year ended June 30, 2025.

Yes – 4

No – 0

- C. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the adoption of the Tax Cap Resolution for the 2025/2026 budget.

RESOLUTION  
JERICHO PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES  
FEBRUARY 10, 2025

Whereas, the adoption of the 2025/2026 budget for the Jericho Public Library may require a tax levy increase that exceeds the tax cap imposed by the state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

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Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Jericho Public Library voted and approved to exceed the tax levy limit for 2025/2026 by at least sixty percent of the Board of Trustees as required by state law on February 10, 2025.

Yes – 4

No – 0

- D. Next Board meeting date is Monday, March 10, 2025 at 3:30 PM in the Meeting Room.

**PERSONNEL**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Smith, the Board accepted the resignation of Ms. Carol Byrne, Full-Time Account Clerk, effective February 20, 2025.

Yes – 4

No - 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the appointment of Christine Moakley, Full Time Librarian I, effective March 3, 2025 at the starting salary as discussed in executive session and pending Civil Service approval.

Yes – 4

No – 0

- C. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the appointment of Lisa Attanasio, Full Time Librarian I, effective March 3, 2025 at the starting salary as discussed in executive session and pending Civil Service approval.

Yes – 4

No – 0

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

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Yes – 4

No – 0

**SECOND PUBLIC HEARING**

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

Mr. Steven Chen provided feedback to the Board regarding statistical analysis and the evaluation of library services.

**EXECUTIVE SESSION**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board entered executive session at 5:38 pm.

Yes – 4

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board exited executive session at 6:54 pm.

Yes – 4

No – 0

**ADJOURNMENT**

- A. On a motion made by Ms. Dolowich and seconded by Ms. Jacobson, the Board adjourned at 6:56 pm.

Yes – 4

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board