

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

**CALL TO ORDER**

Ms. Jacobson called the meeting to order at 3:36 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.

**MINUTES**

- A. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich, the Board approved the regular meeting minutes of February 10, 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 - 8 for \$64,115.30 - moved by Ms. Jacobson and seconded by Ms. Dolowich.



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Desk. Visit the library online to view all available discounted tickets:

<https://www.jericholibrary.org/museum-passes>

LONG ISLAND READS 2025- This year's selection is *On Fire Island* by Jane L. Rosen. Tickets are available for this year's author event honoring Ms. Rosen, which will be on Sunday April 6 at 2pm at the Bay Shore - Brightwaters Library. Join us at the Jericho Public Library on Wednesday, April 9th at 2pm for our own special 'Long Island Reads' Book Chat & Paint! Additional copies of the book are available at the Circulation Desk.

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) FEBRUARY 2025

CHILDREN'S DEPT PROGRAMS- 18  
CHILDREN'S DEPT ATTENDEES- 516

TEEN DEPT PROGRAMS- 6  
TEEN DEPT ATTENDEES- 69

ADULT DEPT PROGRAMS- 59  
ADULT DEPT ATTENDEES- 1088

NEW LIBRARY CARDS- 57

LIBRARY VISITORS- 5980

WIFI SESSIONS- 38,789

WEBSITE USERS- 4276

CIRCULATION CHECKOUTS- 11,205

#### SOCIAL MEDIA FOLLOWERS:

FACEBOOK- 1068  
INSTAGRAM- 1155  
TIKTOK- 586  
TWITTER (X)- 395  
YOUTUBE- 140

**UNFINISHED BUSINESS**

N/A.

**NEW BUSINESS**

- A. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich, the Board approved for the fiscal year 2025/2026 the proposed tax levy increase of 2.15%, and a partial transfer from the 2024/2025 reserve carryover of \$40,000 to reduce the overall levy.

Yes – 4

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Smith, the Board approved establishing a capital project committee to make recommendations to the Board. Committee members Ms. Dolowich, Trustee, Ms. Cinquemani, Director, and Mr. Stephen Chen, Jericho district resident.

Yes – 4

No – 0

- C. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich, the Board approved the engagement letter from Spellman Gibbons Polizzi Truncale & Trentacoste, LLP for the period commencing July 1, 2025 and ending June 30, 2027.

Yes – 4

No – 0

- D. On a motion made by Ms. Jacobson and seconded by Ms. Smith, the Board approved to proceed with the preliminary probe of the wall in the theater to detect the location and severity of an existing leak.

Yes – 4

No – 0

- E. On a motion made by Ms. Jacobson and seconded by Ms. Smith, the Board approved installing new lights for safety and installing outlets for charging devices in the front seating area outside.

Yes – 4

No – 0

- F. Next Board meeting date is Tuesday, April 15, 2025, at 4:00 PM in the Meeting Room.

**PERSONNEL**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the appointment of Ana Mancina, Part Time Librarian I, at the starting hourly rate as discussed in executive session, and pending civil service approval.

Yes – 4

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved a cost of living increase for the staff for the fiscal year 2025/2026, as discussed in executive session.

Yes – 4

No – 0

- C. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved to increase the Page starting hourly rate as discussed in executive session.

Yes – 4

No – 0

- D. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved wage compression adjustments effective March 28, 2025, 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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Mr. Chen provided feedback and recommendations to the Board regarding statistical analysis that could be used for the library based on demographics, materials, and other information. Mr. Chen also made suggestions for the future improvement of the library. Mr. Chen confirmed that he would participate in a library capital projects committee.

**EXECUTIVE SESSION**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board entered the executive session at 3:37 pm.

Yes – 4

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board exited executive session at 3:54 pm.

Yes – 4

No – 0

- C. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board entered the executive session at 5:28 pm.

Yes – 4

No – 0

- D. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board exited executive session at 5:32 pm.

Yes – 4

No – 0

**ADJOURNMENT**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board adjourned at 5:32 pm.

Yes – 4

No – 0

Respectfully submitted,

Jessica Smith, Secretary

March 10, 2025

Fran Medina, Clerk of the Board

NOT YET APPROVED