

**REVISED 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:

March 10, 2025

- A. #2025 - 8 for \$64,115.30 - moved by Ms. Jacobson and seconded by Ms. Dolowich.

Yes – 4

No – 0

- B. #2025 – 8B for \$280,425.45 – moved by Ms. Jacobson and seconded by Ms. Dolowich.

Yes – 4

No – 0

- C. #2025 – 8A for \$2,220.79 – moved by Ms. Jacobson and seconded by Ms. Dolowich.

Yes – 4

No – 0

### **COMMITTEE REPORTS**

N/A.

### **DIRECTOR' S REPORT**

HVAC SYSTEM- Recent HVAC issues were found to have been caused by blockage in the ductwork. The blockage has been removed. Inter-County Mechanical updated firmware on the control boards and activated the BMS (Building Management System) key for new units 1,2, & 7. Ainsworth set up addresses on each unit and confirmed communication. Our HVAC units are now functioning as expected.

BUILDING & GROUNDS- Stasi Brothers completed the final sinkhole repairs in the back parking lot and in the upper Administration lot. The areas have been filled and paved over with asphalt and are now fixed. Library building carpets were shampooed during the Presidents Day weekend. Mackenzie Automatic Doors has been troubleshooting issues with the motion sensor on the outer main entrance door.

STAFF TRAINING- Twelve Jericho Public Library staff members received CPR & AED training from the Nassau County Fire Police EMS Academy and received certification from the American Heart Association.

AMAZON PRIME BUSINESS- We have established a free Amazon Prime Business account which has been made available to Nassau libraries. We look forward to receiving further discounts on purchased items.

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DISCOUNTED TICKETS- Long Island Aquarium discounted tickets are once again available through the library. Jericho Library cardholders can purchase tickets at the Circulation 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

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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 the engagement letter from Spellman Gibbons Polizzi Truncale & Tren-tacoste, LLP for the period commencing July 1, 2025 and ending June 30, 2027.

Yes – 4

No – 0

- B. 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

- C. 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

- D. 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

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

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- F. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich, the Board approved for fiscal year 2025/2026 the proposed budget of \$5,885,993, the proposed tax levy of \$5,592,054 (an increase of 2.15%), and a partial transfer from the 2024/2025 reserve carryover of \$40,000 to reduce the overall levy.

JERICHO PUBLIC LIBRARY PROPOSED BUDGET 2025/2026

	<u>2024/2025</u>	<u>2025/2026</u>
<b>LIBRARY SERVICES</b>		
<b>LIBRARY MATERIALS</b>	534,925	500,150
Includes books, periodicals, compact discs, DVDs, CD Roms databases, downloadables		
<b>PROGRAMMING</b>	133,000	134,000
<b>PROPERTY IMPROVEMENTS</b>	9,000	13,000
<b>FURNITURE &amp; EQUIPMENT</b>	83,700	90,500
<b>OPERATING EXPENSES:</b>		
Insurance	35,000	38,000
Utilities: Water, electric, gas, telecommunications	150,900	145,000
Contracted services: Building & equipment repairs, service contracts	277,700	271,400
Printing	6,000	6,000
Postage	7,500	7,500
Conferences, travel & dues	13,700	13,800
Contingency Fund/Misc Expense	2,000	2,500
Supplies: Library, office & custodial	74,000	68,000
Professional services	<u>222,000</u>	<u>199,300</u>
	788,800	751,500
<b>SALARIES AND BENEFITS</b>		
Professional staff	1,220,862	1,331,874
Clerical	1,360,226	1,285,848
Pages	159,340	157,976
Custodial	225,011	224,575
Employee benefits	<u>1,181,456</u>	<u>1,336,570</u>
	4,146,895	4,336,843
<b>TOTAL: Proposed Expenditures</b>	5,696,320	5,825,993
<b>Plus: Capital Outlay</b>	18,000	10,000
Capital Project Fund	<u>30,000</u>	<u>50,000</u>
<b>GRAND TOTAL EXPENDITURES</b>	5,744,320	5,885,993
<b>LESS ANTICIPATED INCOME:</b>		
P.I.L.O.T. Revenue	112,216	114,189
Fines/Sale of Mat./Lost & Dam.	11,250	13,000
Commission/Misc. Income	11,300	16,750
Direct Access/Local Aid	15,000	20,000
Partial Transfer from 2024/25 Reserve Carry C	50,000	40,000
Interest	<u>70,000</u>	<u>90,000</u>
<b>TOTAL: Anticipated Income</b>	<u>269,766</u>	<u>293,939</u>
<b>TOTAL TO BE RAISED BY TAXES</b>	5,474,554	5,592,054

\* Increase over 2025/2026 = 2.15%

\*The proposed levy will be within the allowable threshold as prescribed in Chapter 97 of the Laws of 2011.]

Yes – 4

No – 0

**PERSONNEL**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the appointment of Ana Mancia, 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.

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.

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**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

Fran Medina, Clerk of the Board