

**MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF  
TRUSTEES MAY 12, 2025**

**CALL TO ORDER**

Ms. Jacobson called the meeting to order at 4:15 pm in the Meeting Room.

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

Ms. Dolowich was absent with prior notice.

**PUBLIC HEARING**

There is a 3-minute time limit per individual in each period. The Board welcomed Jericho patron Ms. Yu Gao to the meeting. Ms. Gao recommended the purchase of additional simplified Chinese language books for the community. She also requested volunteer opportunities for Teens, which the library currently offers.

**MINUTES**

- A. On a motion made by Mr. Weinstock and seconded by Ms. Jacobson, the Board approved the meeting minutes of April 15, 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 - 10 for \$185,286.72 - moved by Ms. Jacobson and seconded by Ms. Dolowich.

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Yes – 4

No – 0

- B. #2025 – 10B for \$282,036.66 – moved by Ms. Jacobson and seconded by Ms. Smith.

Yes – 4

No – 0

### **COMMITTEE REPORTS**

The Future of the Library Committee is creating a survey to gauge the community's interest level in the development and funding of the Jericho Public Library. The survey will be presented to the Board for approval.

### **DIRECTOR' S REPORT**

BUDGET VOTE- The 2025/2026 Library Budget Vote and Trustee election will be held on May 20, 2025 in the Jericho Middle/High School Gymnasium between 6:00 AM and 9:00 PM. The budget hearing is scheduled for May 13, 2025 at 7:00 PM in the High School Little Theater. The Jericho Public Library proposed budget for 2025/2026 falls under the tax cap and reflects a 2.15% tax levy increase. Budget information is posted on the library website and copies can be requested at the second floor Reference desk.

NYS ANNUAL REPORT- The New York State annual report for the Jericho Public Library has been sent to the Nassau Library System. We are awaiting final approval.

INSTITUTE OF MUSEUM AND LIBRARY SERVICES (IMLS)- An executive order was issued in March which seeks to dismantle the Institute of Museum and Library Services (IMLS), the sole federal agency for funding library services nationwide. IMLS funds the New York State Library and annual Grants to States funding. Some of the critical services provided by the State Library with IMLS support are: distribution of State Aid to libraries, administration of Public Library Construction Aid, processing public librarian certification, Summer Reading at NY Libraries, and free online access to a vast collection of digital resources for New York residents through NOVELny. Advocacy around this serious issue continues – you can support libraries by visiting <https://nassaulibrary.org/advocacy>.

NASSAU COUNTY CIVIL SERVICE- The residency waiver for the Librarian I exam has been approved and is expected to continue beyond the two-year pilot. We are pleased with this decision as it has been a challenge to employ staff needed for the library.

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**BUILDING & GROUNDS-** Cracks in the cement under the back overhang and at front entrance have been filled. The outside water hose spigot has been replaced.

**TECHNOLOGY-** We are transitioning from Patron Point to Innovative Vega Promote. Vega Promote provides comparable email marketing and library notices at the same cost, but with tighter integration and functionality with the ILS (Innovative Sierra).

**SAFETY DRILL-** The custodial staff attended a building emergency preparedness drill which included: how to reset the fire panel, shut off water valves, and manually open the elevator doors and automatic doors in the event of a power outage. All emergency lights were tested and are in good working order.

**MUSEUM PASSES-** The library pass for the Museum of the City of New York will not be renewed this year due to very low demand.

**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) APRIL 2025

CHILDREN'S DEPT PROGRAMS- 29  
CHILDREN'S DEPT ATTENDEES- 549

TEEN DEPT PROGRAMS- 9  
TEEN DEPT ATTENDEES- 77

ADULT DEPT PROGRAMS- 66  
ADULT DEPT ATTENDEES- 1244

NEW LIBRARY CARDS- 46

LIBRARY VISITORS- 7509

WIFI SESSIONS- 55,956

WEBSITE USERS- 4287

CIRCULATION CHECKOUTS- 11,756

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**SOCIAL MEDIA FOLLOWERS:**

FACEBOOK- 1070  
INSTAGRAM- 1171  
TIKTOK- 661  
TWITTER (X)- 395  
YOUTUBE- 137

**HIGHLIGHTS:**

Our Jericho patrons had a wonderful time creating works of art at the “Paint Night” program.

In total, 1870 patrons attended 104 programs in the month of April at the Jericho Public Library!

While you’re out enjoying the warm spring weather, come visit your community library! We are here and ready to help you explore the programs and services available to you.

**UNFINISHED BUSINESS**

- A. 2025-2026 Board Meeting Dates – Tabled.
- B. Recycling – Tabled.

**NEW BUSINESS**

- A. Next Board meeting date is June 10, 2025, at 4:00 PM in the Meeting Room.

**PERSONNEL**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved to increase the starting hourly rate of Part-Time Typist Clerk, as discussed in executive session, and effective May 13, 2025.

Yes – 4

No – 0

- B. On a motion made by Mr. Weinstock and seconded by Ms. Jacobson, the Board approved the resolution to adopt the findings of the investigation performed by the Director with regard to the submission by vendor L2J Consulting.

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Yes – 4

No – 0

## **SECOND PUBLIC HEARING**

There is a 3-minute time limit per individual in each period. Jericho patron Ms. Yu Gao recommended that the library make information available in Chinese to make it easier for the community to find and view. This may also help to increase the number of patrons applying for library cards and registering for programs. The Board thanked Ms. Gao for her suggestions.

## **EXECUTIVE SESSION**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, The Board entered executive session at 5:16 pm.

Yes – 4

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board exited executive session at 5:24 pm.

Yes – 4

No – 0

## **ADJOURNMENT**

- A. On a motion made by Ms. Cole and seconded by Ms. Smith, the Board adjourned at 6:03 pm.

Yes – 4

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board