

**MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES SEPTEMBER 9, 2025**

**CALL TO ORDER**

Ms. Jacobson called the meeting to order at 5:10 pm in the Meeting Room.

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

**PUBLIC HEARING**

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

**MINUTES**

- A. On a motion made by Ms. Cole and seconded by Ms. Smith, the Board approved the meeting minutes of June 10, 2025.

Yes – 4

Abstain – 1

**OATH OF OFFICE**

- A. Administration and notarization of oath of office to Mr. Weinstock. 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 Mr. Weinstock.

**REORGANIZATION**

On a motion made by Mr. Weinstock and seconded by Ms. Dolowich, the Board approved A through O.

- A. Election of Officers. The following Officers of the Board of Trustees were elected by the Board Members by acclamation:

Gloria Jacobson	President
Gayle Dolowich	Vice President
Denise Cole	2 <sup>nd</sup> Vice President
Jessica Smith	Secretary
Lawrence Weinstock	Finance Officer

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- B. Adoption of By-Laws and Library Policies. The existing By-Laws and Library Policies were adopted for fiscal year 2025/2026.
- C. Adoption of Personnel Policy. The Personnel Policy was adopted for fiscal year 2025/2026.
- D. Adoption of Budget and Salary Schedule. The budget as prepared by the Board, presented to the public, and approved at the annual election on May 20, 2025, was adopted for the fiscal year 2025/2026.
- E. Appointment of Committees. The Board President is empowered to establish committees as needed during the year.
- F. Appointment of Treasurer and Assistant Treasurers. Ms. Jacqueline Rubin was appointed Treasurer of the Jericho Public Library for the fiscal year 2025/2026.
- G. Designation of Attorney. The firm of Spellman Gibbons Polizzi Truncale & Trentacoste, LLP was designated as the Library's attorney on a non-retainer basis for fiscal year 2025/2026.
- H. Designation of Auditor. The firm Cullen & Danowski, LLP was designated to audit the Library's financial records for fiscal year 2025/2026.
- I. Designation of Banks. Dime, First National Bank of Long Island, TD Bank and Valley Bank, all being commercial banks in the area, in accordance with the Library's Investment Policy and New York State Law, will service the Library's savings, checking and investment accounts.
- J. Designation of Insurance Agency. The Regan Agency, Inc. will serve as the Library's insurance agency for fiscal year 2025/2026.
- K. Designation of Official Newspapers. Newsday and the Jericho Syosset News Journal were designated as the official newspapers of the Library for fiscal year 2025/2026.
- L. Designation of the Clerk of the Board to make investments and wire transfers of funds. Ms. Fran Medina, Clerk of the Board, was authorized to make investments of monies on behalf of the Jericho Public Library in accordance with section 1723-A of the New York State Education Law and the Library's Investment Policy. Ms. Medina was also authorized to make wire transfers of funds from one Library account to another.

M. Designation of Omni Preferred Providers as the investment companies for the Library employees' Tax Shelter Annuity funds. Omni Preferred Providers shall continue as the administrator for the Library employees' Tax Shelter Annuity funds.

N. Designation of New York State Tax Deferred Compensation Plan as the investment company for the Library employees' 457 Plan funds. New York State Tax Deferred Compensation Plan shall continue as the designated company for the Library employees' 457 Plan funds.

O. Long Range Plan of Service.

Yes - 5

No – 0

**DEPARTMENT HEAD**

N/A.

**COMMUNICATIONS**

N/A.

**FINANCIAL REPORT**

On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved Authorizations for Payments as follows.

- A. Authorization for Payment #2025 – 2 for \$121,146.14
- B. Authorization for Payment #2025 – 2B for 291,906.89
- C. Authorization for Payment #2025 – 1 for \$142,167.84
- D. Authorization for Payment #2025 – 1A for \$965.29
- E. Authorization for Payment #2025 – 1B for \$409,096.25
- F. Authorization for End of Fiscal Year Transfer of Funds #2025 – 12D for \$377,000.00
- G. Authorization for Payment #2025 – 12 for \$148,852.33
- H. Authorization for Payment #2025 – 12B for \$278,858.92
- I. FY 2024-2025 Budget Line Transfers

Yes – 5

No – 0

### **COMMITTEE REPORTS**

The Future of the Library Committee. The community survey ended on September 3, 2025. Results will be discussed next month.

### **DIRECTOR' S REPORT**

**BUILDING & GROUNDS-** The lower and upper parking lots were sealed and striped, and a hole in the asphalt was repaired by Stasi Brothers. The Theater leak in the wall was excavated and repaired by Dream House Home Improvements. The structural columns on the first floor at the back of the building are rusting due to many years of water exposure. We are working with BBS Architects to schedule a contractor and engineer and conduct exploratory work on one column to determine the extent of work needed. We have applied for construction aid for the new Children's program space- leveled floor that is ADA compliant, safe, and will allow for more programs for our Jericho families, work by Dream House Home Improvements. We received a rebate from PSEG in the amount of \$1050 for the LED replacement project. Intercounty Mechanical replaced a board on HVAC 4 and washed and cleaned condenser coils on HVAC units 3,4,5,6 as outside debris was lodged in the coils. Schumacher & Farley Plumbing fixed a leak going from the second floor Administration bathroom to the first floor elevator mechanical room, replaced toilet and installed flushometer. The elevator mechanical room for the second service elevator was painted and rust removed. Island Elevator installed new car station door close switch and button on panel. Rainbow shampooed carpets throughout the building. Our meeting room/art gallery is now more inviting with new paint and wood trim installed by staff.

**EMERGENCY CLOSURE-** There were two emergency building closures in August. One due to unexpected and powerful fumes from construction in the Children's room, and the other due to an e-bike that caught fire under the back overhang. The building was evacuated and Jericho Fire Department was on site along with Nassau County Hazardous Materials division which tested air quality in and out of the building. Our code of conduct has been updated to prohibit e-bikes and e-scooters from inside the building. Per the Nassau County Fire Marshal we are working on an improved outside location for bicycles and e-bikes to be parked safely.

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**LIBRARY OF THINGS-** We are excited to offer a new Library of Things, a collection of non-traditional items available for checkout at the library, for Jericho cardholders. We have items ranging from badminton to croquet sets, giant games like Jenga and Connect 4, DVD and CD players, Nintendo Wii, Cricut machine and more. Please note WiFi Hotspots are now reserved within this collection. Visit [www.jericholibrary.org](http://www.jericholibrary.org) and click on “Library of Things” or call or visit our Reference Department for further information.

**ANNUAL MAILER & SURVEY-** The annual library community mailer was sent to all households in the Jericho school district. It included information on an important community survey held from August 20 through September 3, 2025. We invited the Jericho community to ‘Imagine the Future of the Library Together’ to tell us what matters to you and how we can make your library even better. Feedback will help us to manage resources effectively to meet the evolving needs of our patrons, now and into the future. Information was available translated, online, and physical copies in the library. The results of the survey will be presented next month.

**NASSAU LIBRARY SYSTEM (NLS)-** The Institute of Museum and Library Services (IMLS) is the sole federal agency for funding library services nationwide. IMLS funds the annual Grants to States funding which includes distribution of state aid to libraries, and administers Public Library Construction Aid, among other critical services. NLS and Nassau Libraries participated in a statewide advocacy push to educate about the importance of Federal support for libraries and to encourage U.S. representatives not to defund libraries. Additional funding helps us with our aging building and infrastructure. Advocacy around this serious issue continues – you can support libraries by visiting <https://nassaulibrary.org/advocacy>. In September the library will be partnering with the Nassau Library System for their ‘Library Card Sign-up Month Postcard & Notebook campaign’. Community members who don’t yet have a Jericho Library card will receive a mailer invitation to come to the library, get a new library card, and get an exclusive notebook as a prize. We received \$4963.50 for local library services aid (LLSA).

**TECHNOLOGY-** We’ve finalized the implementation of Vega Premium which provides additional catalog features, including a Kids Catalog which narrows searches and results to items in the children’s collection only. This makes it easier for parents, caregivers, and children to find age-appropriate materials. There are also now featured showcases based on popular subjects of interest to enhance the browsing experience.

**VIRTUAL SERVICES-** Tutor.com has been replaced with a new, similar service from Brainfuse called HelpNow and is accessible to all Jericho cardholders. We’re also excited to announce a new digital service called Comics Plus. This platform gives our patrons access to thousands of digital comics, graphic novels, and manga. Jericho cardholders can log in using their library card number and PIN. More information is available on our website.

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**MUSEUM PASSES-** The Long Island Children’s Museum has changed their program guidelines. Effective September 15, 2025 their library pass will be issued as a print-on-demand pass valid for admission of one adult and one child. The adult who makes the reservation and whose name appears on the pass must accompany the child to the museum. Our library as well as other Nassau libraries are not pleased with this reduction from 4 to 2, however this appears to be a trend. This is one of our most popular passes so we have continued our subscription and will continue to evaluate the service. Per patron request we have a new museum pass, the Brooklyn Botanic Garden, which admits 2 adults and accompanying children (17 and under). We will not be renewing the Raynham Hall museum pass due to lack of demand.

**OUTREACH-** Jericho library staff members attended the annual ‘National Night Out’ event sponsored by our Legislators and in partnership with the Nassau County Police Department Second Precinct. This event brings the community together for an evening of fun and connection, and our staff members promoted the many programs and services that the library offers. Staff members also visited our senior Jericho residents at the Bristol to sign them up for library cards, check out books, and help them access ebooks and virtual programs.

**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. We have added a language translation feature on our website, powered by Google, to more easily peruse our event calendar in other languages.

#### **LIBRARY USAGE AND STATISTICS SNAPSHOT (DIRECT ACCESS) AUGUST 2025**

CHILDREN’S DEPT PROGRAMS- 19  
CHILDREN’S DEPT ATTENDEES- 415

TEEN DEPT PROGRAMS- 7  
TEEN DEPT ATTENDEES- 86

ADULT DEPT PROGRAMS- 46  
ADULT DEPT ATTENDEES- 547

NEW LIBRARY CARDS- 66

LIBRARY VISITORS- 6784

WIFI SESSIONS- 39,989

WEBSITE USERS- 5097

CIRCULATION CHECKOUTS- 11,478

**SOCIAL MEDIA FOLLOWERS:**

FACEBOOK- 1094

INSTAGRAM- 1196

TIKTOK- 755

TWITTER (X)- 393

YOUTUBE- 135

**HIGHLIGHTS:**

**SUMMER READING-** Color Our World at the library! We had a very successful summer reading Kick-Off event at the beginning of the summer with approximately 400 attendees. Eight weeks of summer reading was enjoyed by 82 Teens (204 books read), 90 Adults (200 books read), and 345 Children (64,712 minutes read!).

**SAVE THE DATE-** Our Programming Committee is hard at work planning for our next popular Community Event. Save the date for our Fall Festival on Saturday, November 1, 2025!

**UNFINISHED BUSINESS**

- A. Building Column Proposal. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board approved the preliminary steps to determine the extent of the repair work needed.

Yes- 5

No- 0

- B. E-Bike Parking and Safety – Tabled.

**NEW BUSINESS**

- A. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich, the Board approved the following revised policies:
  - Maintenance of Public order at Library Facilities
  - Code of Conduct

Internet and Computer Use  
Library of Things

Yes - 5                      No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved the State Aid for Library Construction Assurance Forms.

Yes -5                      No – 0

- C. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the 2025-2026 Board Meeting Dates.

Yes – 5                      No – 0

- D. On a motion made by Ms. Jacobson and seconded by Ms. Smith, the Board memorialized the approval of the Regan Agency Utica Insurance Commercial Liability renewal.

Yes – 5                      No - 0

- E. Next Board meeting date is October 14, 2025, at 5:00 PM location TBD.

Yes – 5                      No – 0

**PERSONNEL**

- A. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board approved the termination of Full-Time provisional Typist Clerk per Civil Service, effective June 25, 2025.

Yes – 5                      No – 0

- B. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board accepted the retirement of Mr. David Crugnola, Part Time Librarian I, effective August 10, 2025. The Board wishes David all the best in retirement.

Yes – 5                      No – 0



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- C. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board accepted the retirement of Ms. Vanessa Rowan-Inchierchiro, Full-Time Senior Library Clerk, effective September 2, 2025. The Board appreciates Vanessa's many valuable contributions to the library as Head of Circulation and wishes her a wonderful retirement.

Yes – 5

No – 0

- D. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board approved the salary increase for Full-Time Senior Library Clerk effective September 2, 2025.

Yes – 5

No – 0

- E. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board accepted the appointment of Mr. Max Forrest, Full Time Typist Clerk, at the starting salary as discussed in executive session, effective September 2, 2025.

Yes – 5

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. Dolowich and seconded by Ms. Cole, the Board entered executive session at 7:10 pm.

Yes – 5

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board exited executive session at 7:22 pm.

Yes – 5

No – 0

### **ADJOURNMENT**

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A. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board adjourned at 7:23 pm.

Yes – 5

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board