

**MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF
TRUSTEES OCTOBER 14, 2025**

CALL TO ORDER

Ms. Jacobson called the meeting to order at 5:05 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.

Also present was Mr. Phil Handler from BBS Architects.

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. Dolowich, the Board approved the meeting minutes of September 9, 2025.

Yes – 5

No – 0

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

N/A.

FINANCIAL REPORT

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

- A. Authorization for Payment #2025 – 3 for \$139,756.28
B. Authorization for Payment #2025 – 3B for \$283,827.35
C. Authorization for Payment #2025 – 3A for \$1,550.13

Yes – 5

No – 0

COMMITTEE REPORTS

The Future of the Library committee presented the community survey results. Information regarding library services will be advertised to the community.

DIRECTOR' S REPORT

AUDITOR - Cullen & Danowski were on site at the library to conduct the annual audit. Ms. Medina and business office staff compiled and provided all requested information. The report and presentation to the Board will be at the end of the year.

BUILDING & GROUNDS- Our custodial staff replaced the faucet in the staff lounge that was not working properly. Knockout Pest Control sprayed for pests in the Technology office and Children's Room. There was a rainstorm and we found one leak by the large second floor window. The window has been sealed previously. BBS Architects were contacted and the contractor/sub-contractor are working to resolve this. Inter-County Mechanical replaced a control board on HVAC Unit 4. Schumacher & Farley installed a new circulating water pump. In preparation for winter the roof has been sealed and drains cleared of debris.

BAKER & TAYLOR- Baker & Taylor, one of our main book vendors, is ceasing operations. The library orders from a variety of vendors and will continue to seek out cost effective sources.

TRUSTEE TRAINING- The deadline for this year's training is December 31, 2025. Links to recorded trustee training presentations are available at <https://nassaulibrary.org/trusteeinfo/trustee-info/>.

NASSAU LIBRARY SYSTEM (NLS)- Ms. Cinquemani attended the 40th Annual Legislative Breakfast at NLS. All member libraries were thanked for their advocacy and support of IMLS (Institute of Museum and Library Services) which provides construction aid in addition to other funding and services to libraries. Speakers included NYLA's Director of Government Relations, Mr. Max Prime, and NLS Director Ms. Caroline Ashby to discuss the importance of libraries being adequately funded and how more support helps us to strengthen and expand upon services our residents depend upon. The House subcommittee voted to continue library funding in next year's federal budget which is good news.

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LOCAL HISTORY- The Jericho Public Library has been granted resources from LILRC (Long Island Library Resources Council) for their 'Access to Archives' program. This program gives member libraries an opportunity to improve access to archival collections through the services of a full-time project archivist. Archival services are provided at no cost to the library. Our approved project includes digitization of Jericho Public Library oral history tapes, and digitization of the Harold S. Pratt collection of documents, photos, and artwork for Jericho. Our Local History Librarian, Ms. Betsey Murphy, is working with the archivist from LILRC.

A museum in Colorado recently reached out to Ms. Murphy for information on Ms. Phebe Ketchum McAllister, a Jericho native who later married and moved out west. Who would have thought Jericho's history reached so far and wide? Link to the McAllister House Museum in CO: <https://mcallisterhouse.org/>. Read more about Jericho History on our Jericho-Pedia: <https://www.jericholibrary.org/jericho-pedia>.

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) SEPTEMBER 2025

CHILDREN'S DEPT PROGRAMS- 22

CHILDREN'S DEPT ATTENDEES- 393

TEEN DEPT PROGRAMS- 9

TEEN DEPT ATTENDEES- 107

ADULT DEPT PROGRAMS- 54

ADULT DEPT ATTENDEES- 1066

NEW LIBRARY CARDS- 91

LIBRARY VISITORS- 7221

WIFI SESSIONS- 58,149

WEBSITE USERS- 5556

CIRCULATION CHECKOUTS- 10,818

SOCIAL MEDIA FOLLOWERS:

FACEBOOK- 1099
INSTAGRAM- 1210
TIKTOK- 779
TWITTER (X)- 401
YOUTUBE- 136

HIGHLIGHTS:

Jericho residents continue to create and enjoy 'Paint Night with Madhumita Sen'!

UNFINISHED BUSINESS

- A. Recycling – Tabled.
- B. Bicycle/e-Bike Parking Area – Tabled.
- C. Staircase Railing – Tabled.
- D. Facilities Planning List – Tabled.

NEW BUSINESS

- A. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved Nassau Library System (NLS) Member Library Support for calendar years 2026 and 2027.

Yes - 5

No – 0

- B. Mr. Phil Handler from BBS Architects answered questions from the Board. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board approved the proposals from BBS Architects, Renu contracting, and Reilly Tarantino engineering, and to proceed with work on one column under the overhang of the building.

Yes -5

No – 0

- C. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the revised Jericho Public Library Non-Discrimination and Harassment Policy.

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Yes – 5

No – 0

- D. Next Board meeting date is November 11, 2025, at 4:00 PM in the Director's office.

Yes – 5

No – 0

PERSONNEL

- A. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board approved the appointment of a new P/T Cleaner at the hourly rate as discussed in executive session and pending Civil Service approval.

Yes – 5

No – 0

- B. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board approved to add a new title of P/T Custodian to the salary scale at the minimum and maximum hourly rates as discussed in executive session.

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 6:31 pm.

Yes – 5

No – 0

- B. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board exited executive session at 6:39 pm.

Yes – 5

No – 0

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ADJOURNMENT

- A. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board adjourned at 6:45 pm.

Yes – 5

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board