

**MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF  
TRUSTEES NOVEMBER 11, 2025**

**CALL TO ORDER**

Ms. Jacobson called the meeting to order at 4:11 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. Dolowich, the Board approved the meeting minutes of October 14, 2025.

Yes – 5

No – 0

**DEPARTMENT HEAD**

N/A.

**COMMUNICATIONS**

N/A.

**FINANCIAL REPORT**

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

- A. Authorization for Payment #2025 – 4 for \$101,571.79  
B. Authorization for Payment #2025 – 4B for \$315,751.72  
C. Authorization for Payment #2025 – 4A for \$70.00

Yes – 5

No – 0

## **COMMITTEE REPORTS**

### **DIRECTOR' S REPORT**

BUILDING & GROUNDS - Additional leaks have been found on the second floor, at the large window in Reference. We are working with the construction team- BBS Architects, SCC Construction, AFL (contractor), and Spartan (subcontractor)- to resolve. Spartan sealed several areas but the leaking continues. They are speaking with Kawneer (manufacturer) and worst case scenario will be to remove and reinstall the window. More information is pending.

Our LED replacement project continues- outside lights have been replaced with LED which are brighter, last longer, and are more energy efficient.

Exploratory work on the column under the back overhang is complete- Renu (contractor) saw-cut the sidewalk and exposed the beam. BBS Architects and Reilly Tarantino (engineer) examined the beam, and the engineering report and repair recommendation are forthcoming.

We have two elevators, the main elevator in the library and a small cargo elevator in the Administration office (this is used only for transporting book carts if the other elevator is temporarily closed). The cargo elevator is currently shut down as water leaks from the roof were causing rust and there was concern about water on the electrical lines. The leak is repaired and the rust has been removed. We are awaiting inspection and further information from Island Elevator.

NASSAU LIBRARY SYSTEM (NLS) - Ms. Caroline Ashby, NLS Director, visited the Jericho Public Library to see the results of the recent construction work. Each year NLS assists the library when we submit construction aid requests to New York State.

LONG ISLAND LIBRARY RESOURCES COUNCIL (LILRC) - Ms. Cinquemani attended a LILRC focus group for Public Library Directors to provide strategic planning feedback and requests to their Executive Director, Mr. Tim Spindler. LILRC has provided us with resources for their Access to Archives program and we take advantage of their trainings and workshops for staff.

LIBRARY OF THINGS - Our collection of non-traditional items for check out at the library just got a little bigger. We've added a sewing machine, Twister board game, and a Texas Instruments TI-84 Plus CE Color Graphing Calculator. Visit [www.jericholibrary.org](http://www.jericholibrary.org) and click on "Library of Things" or call or visit our Reference Department for further information.

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**FIRE DRILL** - The library conducted a fire drill, as well as fire and safety training for library staff members which we do each year.

**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.

Never miss a program! You can also sign up to receive our monthly email newsletter:

<https://www.jericholibrary.org/newsletter>

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

CHILDREN'S DEPT PROGRAMS- 33  
CHILDREN'S DEPT ATTENDEES- 660

TEEN DEPT PROGRAMS- 12  
TEEN DEPT ATTENDEES- 121

ADULT DEPT PROGRAMS- 66  
ADULT DEPT ATTENDEES- 930

NEW LIBRARY CARDS- 53

LIBRARY VISITORS- 7406

WIFI SESSIONS- 56,093

WEBSITE USERS- 8492

CIRCULATION CHECKOUTS- 10,996

#### **SOCIAL MEDIA FOLLOWERS:**

FACEBOOK- 1116

INSTAGRAM- 1217

TIKTOK- 845

TWITTER (X)- 401

YOUTUBE- 136

## **HIGHLIGHTS:**

**BOOK SALE-** The community enjoyed our annual book sale and found some good reads. Our library staff members set up all of the books in the meeting room, and greeted patrons as they came in.

**HALLOWEEN-** Our young Jericho patrons picked up treats (and some great books!) in the Children's Room to celebrate Halloween.

**CLASS VISITS-** Jericho 3<sup>rd</sup> graders from Jackson Elementary School (four classes) visited the Children's Room for their annual visit. They heard a story, took a tour of the children's room, and participated in a scavenger hunt using what they learned about the Children's Room to find books. Students who didn't already have library cards were given applications prior to the visit, and everyone was able to check out books. We enjoy showing Jericho students the library and we encourage them to come back with their families.

**LOCAL AUTHOR SHOWCASE -** We had our first Annual Local Author Showcase which was enjoyed by all! We showcased eight Long Island-based adult fiction and non-fiction authors representing a variety of literary styles: Effie Kammenou, Mitch Maiman, Sandra Peddie, Lan Zhao, Jennifer Rose Goldman and Caryn Meg Hirshleifer, Elyse Salpeter, David Mammina, and Bernadette Walsh.

## **UNFINISHED BUSINESS**

- A. Recycling – Tabled.
- B. Capital Project. Column – Tabled.
- C. Glass Partitions – Tabled.
- D. Facilities Planning List – Tabled.

## **NEW BUSINESS**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Smith, the Board approved to create an Interaction Committee with Ms. Smith, Ms. Cole, 2 staff member librarians, and Ms. Cinquemani.

Yes - 5

No – 0

- B. Next Board meeting date is December 9, 2025, at 5:00 PM location TBD.

**PERSONNEL**

- A. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board accepted the resignation of Mr. William Martinez, P/T Cleaner, effective October 15, 2025.

Yes – 5

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved the appointment of Jonathan Lovo Chinchilla, P/T Cleaner, effective October 31, 2025 at the starting salary as discussed in executive session and pending Civil Service approval.

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. Cole and seconded by Ms. Jacobson, the Board entered executive session at 5:55 pm.

Yes – 5

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board exited executive session at 5:58 pm.

Yes – 5

No – 0

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**ADJOURNMENT**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Smith, the Board adjourned at 5:59 pm.

Yes – 5

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board