

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

**CALL TO ORDER**

Ms. Cole called the meeting to order at 5:06 pm in the Meeting Room.

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

Ms. Jacobson was absent with prior notice.

**PUBLIC HEARING**

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

**MINUTES**

- A. On a motion made by Ms. Smith seconded by Ms. Cole, the Board approved the meeting minutes of November 11, 2025.

Yes – 3

No – 0

**DEPARTMENT HEAD**

N/A.

**COMMUNICATIONS**

On a motion made by Mr. Weinstock and seconded by Ms. Smith, the Board accepted the resignation of Trustee, Ms. Gayle Dolowich. The Board thanks Ms. Dolowich for her service and valuable contributions to the library.

Yes – 3

No – 0

On a motion made by Ms. Smith and seconded by Ms. Cole, the Board accepted Ms. Zhang's \$50.00 donation to the library.

Yes - 3

No – 0

## **FINANCIAL REPORT**

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

- A. Authorization for Payment #2025 – 5 for \$505,823.72
- B. Authorization for Payment #2025 – 5B for \$298,885.73
- C. Authorization for Payment #2025 – 5A for \$2,234.99
- D. Authorization for Payment #2025 – 5D for \$3,700.00

Yes – 3

No – 0

## **COMMITTEE REPORTS**

Interaction Committee. Ms. Smith, Ms. Cole, Ms. Okano, Ms. Liggio, and Ms. Cinquemani, toured the Children's, Circulation, and Reference departments (including Local History) to discuss in person library services and how patron and staff interaction could be enhanced. The Reference department is providing enhanced and interactive roving reference services, and customer service refresher training is being scheduled for the new year. A compromise to lower or create openings in the glass at the service desks is being discussed.

## **DIRECTOR' S REPORT**

**BUILDING & GROUNDS-** Additional leaks have been found at the large window on the second floor. This has been escalated to the construction team, including BBS and SCC. Spartan (subcontractor) has sealed the window but it is still leaking. Spartan consulted with Kawneer (manufacturer) and window parts have been ordered- this is going to take 5 weeks or more to receive due to the color/finish. Once the parts come in, AFL (contractor) will contact the team to coordinate next steps. Island elevator installed a new ADA emergency phone in the passenger elevator. The sliding doors at the front of the library were not working- Corkrey Electric Services fixed the bad breaker in the circuit panel and restored power to the doors. Exploratory work on the column under the back overhang is complete. Reilly Tarantino (engineer) examined the beam. The official engineering report states that there is rust and it is recommended to replace that section of the beam with a new piece of steel beam. It is recommended for all columns. The next step will be for the Board to approve getting an estimate and proposals for the work. Renu (contractor) filled the hole at the base of the beam to prevent water and snow from getting into the area. There is a leak from the roof coming into the ceiling in the Theater. The roofing

December 9, 2025

company is exploring the cause of the leak. There is a failure of the carpet in the Theater. The carpet did not adhere properly in some areas. This was escalated to the construction team. SCC (construction manager) contacted AFL (contractor) and Milburn (subcontractor)- they came immediately on site the same day. Milburn is coming back on site this week to examine all carpet throughout the Theater and fix with new adhesive.

OMNIA PARTNERS- The library has signed up for OMNIA Partners as another resource to get the best pricing and optimize procurement for the library. This gives access to group purchasing contracts with national suppliers. It is a free membership and Amazon business is being added to their list of contracts.

CONFERENCE- Ms. Cinquemani attended the *34<sup>th</sup> Annual Conference, Libraries and the Future: Change is Coming*. From the pandemic to AI we are facing constant change. Dr. Sandy Hirsh Associate Dean of Academics in the College of Information, Data, and Society at San Jose State University talked about change in libraries specifically and what we might expect in coming years. Dr. Rajesh Singh, a professor in the Division of Library and Information Science at St. John's University discussed practical aspects of change and how to manage change at our libraries and with staff. Dr. Samuel Colbert, counseling psychologist, discussed the psychology of change. This was a very informative conference, and Ms. Cinquemani will continue to keep a pulse on what we may expect in the future.

MUSEUM PASSES- The Long Island Children's Museum has made some adjustments to their pass program based upon library feedback. Jericho families will be able to visit the museum throughout the entire year with no blackout dates. Patrons will now receive 50% off additional general admission tickets (up to four per visit). LICM will require only one form of ID - a library card or a photo ID. These revisions are effective Monday, December 15, 2025.

NASSAU LIBRARY SYSTEM (NLS)- 2026 will start with a customer service refresher for library staff. Ms. Nicole Scherer, Assistant Director at NLS, will conduct training sessions. Ms. Cinquemani attended the 2025 Annual NLS Meeting for Trustees and Directors. The guest speaker was Davis Erin Anderson, Senior Digital Security Trainer at Freedom of the Press Foundation, and she presented "An intersection or a collision course? Implications for AI and library services". She discussed how libraries can thoughtfully balance the potential of AI to enhance information services and work practices while staying true to core library values including user privacy, equity of service, and intellectual freedom. The 2026 proposed NLS budget was made available for review. Two NLS trustees were elected, Mr. John Scaparro and Ms. Monique Hardial.

December 9, 2025

LONG ISLAND LIBRARY RESOURCES COUNCIL (LILRC)- Ms. Cinquemani received the final report detailing our participation in the Access to Archives program, which provided the library with professional archival services. These collections have been digitized and added to New York Heritage online: Jericho films and videos, Herbert S. Pratt's "Old Long Island Houses" from 1637 to 1850, Jericho Matchbooks from Jericho restaurants and nearby towns, Jericho Public Library Oral Histories which are audio recordings of Jericho residents from 1974 to 2004, and Jericho Public Library Photographs from when the library first started. You can access it at this link: <https://nyheritage.org/index.php/collections/jericho-public-library-photographs> The Library Programming Committee is also discussing possible programs to highlight our fascinating local history.

**NEWSLETTER & PROGRAMS**- The Jericho community is encouraged 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 the Meeting Room on the first floor is available for shared public use. A language translation feature has been added to the library website, powered by Google, to more easily peruse the event calendar in other languages.

Never miss a program! Patrons can also sign up to receive the monthly email newsletter: <https://www.jericholibrary.org/newsletter>

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

CHILDREN'S DEPT PROGRAMS- 29  
CHILDREN'S DEPT ATTENDEES- 510

TEEN DEPT PROGRAMS- 10  
TEEN DEPT ATTENDEES- 109

ADULT DEPT PROGRAMS- 59  
ADULT DEPT ATTENDEES- 1393

NEW LIBRARY CARDS- 55

LIBRARY VISITORS- 7316

WIFI SESSIONS- 49,787

WEBSITE USERS- 10,837

CIRCULATION CHECKOUTS- 10,974

**SOCIAL MEDIA FOLLOWERS:**

FACEBOOK- 1122

INSTAGRAM- 1222

TIKTOK- 871

TWITTER (X)- 406

YOUTUBE- 137

**HIGHLIGHTS:**

**SHELF TALKERS-** As you walk around the 2<sup>nd</sup> floor, be on the lookout for new shelf talkers providing information about the library's many useful online services and databases. Are you planning a trip and perusing our travel books? The "A to Z World Travel" database provides points of interest, security, getting around, culture, language and more.

**ART RECEPTION-** A very successful *Jericho Schools Art Reception* was held this past month, with approximately 185 attendees. Many thanks to Ms. Ruth Breidenbach, Curriculum Associate at Jericho Schools, and our JPL Programming Coordinator Ms. Nathalie Levin for planning a terrific event. It is always wonderful to see the artwork of our talented students.

**FALL FESTIVAL -** Approximately 350 patrons attended the *Fall Festival* at the library. They enjoyed many activities like karaoke, mini golf, exploring the Library of Things, virtual reality, the NLS Techmobile, refreshments, retro games, a pumpkin scavenger hunt and more. It is wonderful to see Jericho patrons and families enjoying library programs and activities. Many thanks to the Library Programming Committee, who coordinated and planned a terrific event for the community.

**CHILDREN'S ROOM -** During the *Thankful Tales* program, children in grades K–2 enjoyed a heartwarming story about gratitude and friendship. After discussing the many things we're thankful for, the kids created a fun craft and then wrote or drew their own messages of thanks on colorful paper leaves. Each leaf was added to the growing **Thankful Tree**, making a beautiful display of appreciation and creativity.

Mr. Brian Pinkney, author and illustrator, and in collaboration with the Jericho Public Schools visited the Jericho Public Library. His presentation to all seven classes of kindergarteners was inspiring and engaging for both students and teachers. Upon entering the library Theater, Mr. Pinkney remarked that it was a beautiful space.

Daffy the donkey visited the library so that kids could practice their reading!

ADULTS & TEENS - Adults and their Teens had a chance to spend quality time together at the *Bond with your Teen: DIY Coasters Using the Cricut Machine* program. These programs continue to be incredibly popular.

### **UNFINISHED BUSINESS**

- A. Capital Project. Columns. – Tabled.
- B. Construction Aid. -- Tabled
- C. Interaction Committee. – Tabled.
- D. Facilities Planning List. – Tabled.
- E. Printouts. – Tabled.
- F. Budget Line Items. – Tabled.

### **NEW BUSINESS**

A. Recycling. The Town of Oyster Bay will provide recycling services to the library. Receptacles for bottles and cans will be made available in the library. The library staff Programming Committee will plan a recycling themed event/activity for the community and in partnership with TOB.

B. On a motion made by Ms. Cole and seconded by Mr. Weinstock, the Board approved to discontinue Unique collections service.

Yes - 3                      No – 0

C. On a motion made by Ms. Cole and seconded by Mr. Weinstock, the Board approved revisions to the Jericho Public Library Borrowing Privileges Policy.

Yes – 3                      No - 0

D. Capital Project. Columns. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board approved utilizing the state contract to obtain a proposal from Renu Contracting & Restoration.

Yes – 3                      No – 0

E. Next Board meeting date is January 20, 2025, at 4:00 PM in the Meeting room.

**PERSONNEL**

- A. On a motion made by Mr. Weinstock and seconded by Ms. Smith, the Board approved the appointment of Mr. Luis Maldonado, Information Tech Aide I Part Time effective November 12, 2025, at the starting salary discussed in executive session and pending Civil Service approval.

Yes – 3

No – 0

- B. On a motion made by Mr. Weinstock and seconded by Ms. Smith, the Board approved to increase the Civil Service salary scale maximum for Information Tech Aide I Part Time title, as discussed in executive session.

Yes – 3

No – 0

- C. On a motion made by Mr. Weinstock and seconded by Ms. Smith, the Board approved an hourly rate increase for Part Time Cleaner, as discussed in executive session and pending Civil Service approval.

- D. On a motion made by Mr. Weinstock and seconded by Ms. Smith, the Board approved a yearly fee increase for Jericho Public Library Treasurer effective January 1, 2026, as discussed in executive session.

Yes – 3

No – 0

- E. On a motion made by Mr. Weinstock and seconded by Ms. Smith, the Board approved to increase the Civil Service salary scale maximum for Part Time Cleaner title, as discussed in executive session.

Yes – 3

No – 0

- F. On a motion made by Mr. Weinstock and seconded by Ms. Smith, the Board approved an hourly rate increase for change of title to Information Tech Aide I Part Time, pending Civil Service approval and as discussed in executive session.

Yes – 3

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 Mr. Weinstock and seconded by Ms. Cole, the Board entered executive session at 6:35 pm.

Yes – 3

No – 0

- B. On a motion made by Ms. Smith and seconded by Ms. Cole, the Board exited executive session at 6:43 pm.

Yes – 3

No – 0

**ADJOURNMENT**

- A. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board adjourned at 6:47 pm.

Yes – 3

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board