MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES AUGUST 12, 2019

I. CALL TO ORDER.

Mrs. Cole called the meeting to order at 7:37 P.M. in the Meeting Room. Present were: Mrs. Jacobson, Mrs. Cole, Mr. Cheung, Mr. Wassel, Mrs. Dolowich, Mrs. Brenner, Mrs. Medina and Mr. Truncale (Counsel).

Absent with prior notice: Mrs. Dobler.

II. OATH OF OFFICE.

Administration and notarization of office to Mrs. Dolowich. One copy of the notarized oath cards will be sent to the County Clerk for filing; one copy is filed behind the minutes in the official minutes' book. Mrs. Dolowich was congratulated on her appointment to the Board.

III. MINUTES.

A. On a motion made by Mr. Cheung and seconded by Mr. Wassel, the minutes of the July 16, 2019, Board meeting were accepted as presented.

Yes - 5 No - 0

IV. PUBLIC HEARING.

There is a 3-minute time limit per individual in each period. Present at this meeting were Mrs. Joan Bernstein, Mr. Fred Robinson and Mrs. Siegel. Mr. Robinson is a long time member of the Jericho community and patron of the Library. He expressed concerns regarding his views on why the Library Renovation Budget did not pass and expressed ideas on what the Library could do to move forward in future Budget voting. Mr. Robinson also asked about absentee voting. Mrs. Bernstein also made recommendations to the Board regarding efforts to better educate the public for future Library Renovation Budget voting.

V. DIRECTOR' S REPORT.

Mrs. Brenner gave her report.

Window Replacement. Lothrop Associates is preparing a proposal for the Board's review.

Theater Chair Replacement. Lothrop Associates is preparing a proposal for the Board's review.

Staff Training. Mrs. Brenner has arranged for employee training on the subject of Staff Response Techniques and Tactics. The presentation addresses ways to handle difficult patrons and keep yourself safe, a must in today's environment! The training session will be held on Wednesday, 9/25, from 5:30-8:00 PM. The Board is invited to attend.

Roof Repair. On 7/29 a leak in the Local History Room was repaired.

Rave Panic Button App. The RAVE app is a smartphone-based emergency alert system that will allow Library staff to instantly notify police of an active shooter or imminent threat situation. The RAVE app is now available for authorized staff and Trustees to download via the App Store for Apple devices and Google App Store for Android devices.

NLS. NLS disperses funds from New York State as Local Library Services Aid. This year our first check (90% of the funds) was $4,578!

Auditors. The week of July 22nd, accountants from Cullen & Danowski, LLP were in the Administration office for our financial audit of fiscal year 2018/2019. Mary Anne supplied the auditors with any information that they requested. Once the financial report is complete, Jill Sanders will meet with the Board to discuss their findings. Board Trustees, during fiscal year 2018/2019, should have received a letter/questionnaire from Cullen & Danowski, as part of the audit process that must be completed and returned to our auditors.

Civil Service Certified Payroll. Once a year the Library must send a copy of our payroll, signed by our Board President, to the Civil Service Commission for certification.

HVAC Repair. On Friday, 7/19, a technician from Inter-County Mechanical removed the damaged terminal block from the HVAC unit and installed a new terminal block. The unit is now functioning properly.

Accessible Parking. On Friday, 7/19, the flawed asphalt was removed from the newly created handicapped accessible parking space in the front parking lot. New asphalt was installed to our satisfaction. Our patrons are telling staff how appreciative they are for this much needed modification.

Children's Registration. Children's programs are our most popular programs and fill up quickly. There is an ongoing problem with parents registering children and then not attending or cancelling at the last minute. Currently if you fail to let us know in advance that your child cannot attend, you will be unable to register your child for a one-month period during the next newsletter's programs. If it happens

again, your child will be penalized for a two-month period. Parents are now calling to cancel one-half hour before the program and there is not sufficient time to notify the next child on the wait list, and as a result there are empty spaces in many programs. Recently there were 20 children registered for a program and 9 waitlisted. Only 6 children attended. As of 9/1, children who do not attend or cancel less than 48 hours in advance two times, will be withdrawn from the next program for which they are registered. Parents will also not be able to register their child for the next newsletter's programs. There must be an immediate consequence for no shows and late cancellations and by cancelling the next program registration hopefully parents will feel the impact of not following the rules.

Patron Accident. On Monday, 7/29, an elderly patron became dizzy and fell in the rear lobby. The patron was accompanied by her husband and daughter-in-law. A staff member was with the patron when she fell ill. Jericho EMT's responded and took the woman by ambulance to Syosset hospital to be evaluated. The next day the patron called to inform us that she was home and feeling better.

Head-In Parking. Mrs. Brenner spoke with a representative from Advanced Pavement Group, our asphalt/concrete contractors regarding the head-in/back-in parking debate. Mrs. Brenner was informed that only when parking is designated in diagonal spaces is it recommended that there be head-in parking for safety reasons. Otherwise there is no legitimate reason for head-in parking only. Mrs. Brenner also found articles describing "tactical parking" or back-in parking as being a more efficient, safer approach.

Hot Spot Device Borrowing Policy. There are procedures in place for circulating T Mobile Hot Spot devices but we do not have a policy. The policy states the loan rules, fines, replacement costs and rules associated with borrowing a Hot Spot device.

Program Evaluation Form. The Board recommended that we distribute Program Evaluation forms to patrons attending programs as a way of gathering information.

VI. DEPARTMENT HEAD.

N/A.

VII. COMMUNICATION.

N/A.

VIII. FINANCIAL REPORT.

Authorizations for Payment were individually examined and approved for payment as follows:

A. #2019 - 1 for $148,799.28 - moved by Mrs. Dolowich and seconded by Mrs. Cole.

Yes - 5 No - 0

B. #2019 - 1A for $1,383.75 - moved by Mrs. Dolowich and seconded by Mrs. Cole.

Yes - 5 No - 0

C. #2019 - 1B for $262,685.91- moved by Mrs. Dolowich and seconded by Mrs. Cole.

Yes - 5 No - 0

D. #2019 - 1G for $9,550.00 - moved by Mrs. Dolowich and seconded by Mrs. Cole

Yes - 5 No - 0

IX. COMMITTEE REPORTS

N/A.

X. UNFINISHED BUSINESS.

N/A.

XI. EXECUTIVE SESSION.

N/A.

XII. PERSONNEL.

N/A.

XIII. NEW BUSINESS.

A. Hot Spot Policy. On a motion made by Mr. Wassel and seconded by Mrs. Cole, the Board approved the new Hot Spot Device Policy.

Yes - 5 No - 0

B. Mrs. Jacobson signed paperwork for our annual Civil Service payroll.

C. Children's Program Procedure. Mrs. Brenner will check with the Library's IT Department to see if the Board's recommendation is feasible.

D. Next Board Meeting date Tuesday, September 10, 2019, in the Meeting Room.

IVX. SECOND PUBLIC HEARING.

There is a 3-minute time limit per individual in each period. Mrs. Siegel is also a long time member of the Jericho community and patron of the Library. Her concerns dealt with the Community Room and the time allotted for each scheduled reservation.

Mrs. Bernstein recommended that a railing be installed on the main stairway in the theatre for the safety of patrons and made suggestions regarding the attendance of children for various programs. Mrs. Jacobson thanked them all for coming and for the recommendations and said that the Board will discuss it.

VX. ADJOURNMENT.

On a motion made by Mrs. Cole and seconded by Mr. Wassel, the meeting was adjourned at 8:49 p.m.

Respectfully submitted,

Tom Wassel
Secretary

Fran Medina
Acting Clerk of the Board