

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY
BOARD OF TRUSTEES FEBRUARY 11, 2020

I. CALL TO ORDER.

Mrs. Cole called the meeting to order at 7:10 P.M. in the Meeting Room. Present were: Mr. Cheung, Mr. Wassel, Mrs. Dolowich, Mr. Truncale (Counsel), Mrs. Brenner and Mrs. Dobler.

Mrs. Jacobson arrived late with prior notice.

II. MINUTES.

A. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the amended minutes of December 9, 2019, were accepted as presented.

Yes - 5

No - 0

B. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the minutes of January 14, 2020, were accepted as presented.

Yes - 5

No - 0

III. PUBLIC HEARING.

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

IV. DIRECTOR'S REPORT.

Mrs. Brenner gave her report.

Window and Chair Replacement. Will Recce, SCC Group, provided Mrs. Brenner with a Request for Proposal (RFP) for the proposed renovation project. This will permit construction managers to evaluate the project and make a more accurate proposal for construction management. Mike Reed, Elite Construction of NY, will attend the 3/10 Board meeting to speak with the Board.

Department Head. In the past, Mrs. Brenner has invited Department Heads to attend Board meetings to introduce themselves and enlighten the Board of the responsibilities and duties performed within their departments. Angela Cinquemani, Head of Reference, will make a presentation at the 3/10 Board meeting.

Budget 2020/2021. Mrs. Brenner presented to the Board the 2020/2021 operating budget for review and discussion.

Attending Children's Programs Policy. This policy has been updated in the past to improve its effectiveness in allowing the most children to attend programs as

possible. The policy as written is a valuable tool explaining the consequences of not canceling in advance, therefore preventing another child from attend a program. Mrs. Brenner did not recommend any changes to this policy.

Hotspot Device Borrowing Policy. Mrs. Brenner has reviewed this policy and has added the words *altered and tampered with* in the last line. This change is needed so the policy states clearly that in the event a patron tampers or alters the Hotspot device in any way, the patron is responsible.

Children's Room. There have been many physical changes in the Children's Room. The Children's Reference Desk has been relocated creating an open space allowing for the purchase of 2 much needed tables. These tables will be equipped with outlets as an accommodation for patrons to recharge their electric devices. New tables were purchased for the children's computers permitting the addition of 2 ipads and an increase in computers. The play area size has been increased by the removal of one book stack. This popular space is where parents and children assemble for educational and social play. Mrs. Brenner has also purchased an additional play interactive table. This innovative, family-friendly game table comes with educational interaction and games for children.

Bullet Aid Money. The Library is in receipt of \$7,000 in NYS Bullet Aid money. This aid is awarded through our local representative Senator Gaughran. Mrs. Brenner will use this money to purchase some of the Children's Room furniture and computers. Mrs. Brenner will send a thank you letter to Senator Gaughran informing him of the wonderful enhancements we provided to our patrons as a result of his generous Bullet Aid money.

Overdrive Sora. The Library is partnering with the Jericho School District to bring our Library Overdrive collection to the classroom. Through the SORA reading app students have access to Jericho Library's eBook and audiobook digital titles for both pleasure reading and classroom learning.

Keyless Entry. Mrs. Brenner has obtained a proposal from Digital Provisions for a keyless fob entry system as a safety measure recommended by our facilities assessment professional. The costs contained in the proposal are based on NYS contract pricing.

Tree Maintenance. The Manors, located behind the Library's rear parking lot, was notified of large dead tree branches that where hanging into our parking lot. A tree cutting crew was sent to remedy this dangerous situation. While they were here they also trimmed some our trees for a nominal fee.

Gallup Poll. A new Gallop poll reinforced what we already knew, that libraries are still a vital fixture in communities.

V. DEPARTMENT HEAD.

A. Tabled.

VI. COMMUNICATION.

N/A.

VII. FINANCIAL REPORT.

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

A. #2020 - 7 for \$135,068.10 - moved by Mrs. Dolowich and seconded by Mr. Wassel.

Yes - 5 No - 0

B. #2020 - 7A for \$1,580.86 - moved by Mrs. Dolowich and seconded by Mr. Wassel.

Yes - 5 No - 0

C. #2020 - 7B for \$249,087.81 - moved by Mrs. Dolowich and seconded by Mr. Wassel.

Yes - 5 No - 0

VIII. COMMITTEE REPORTS

N/A.

IX. UNFINISHED BUSINESS.

- A. Windows Replacement. Tabled.
- B. Theater Chairs Replacement. Tabled.
- C. Budget. Tabled.

X. EXECUTIVE SESSION.

On a motion made by Mr. Cheung and seconded by Mrs. Cole, the Board entered into Executive Session at 7:50 p.m.

Yes - 5 No - 0

The Board resumed regular session at 9:00 p.m.

XI. PERSONNEL.

N/A.

XII. NEW BUSINESS.

A. Hotspot Device Borrowing Policy. On a motion made by Mr. Wassel and seconded by Mrs. Cole, the Board approved the added verbiage to the Hotspot Borrowing Policy.

Yes - 5 No - 0

B. Bullet Aid Money. On a motion made by Mr. Wassel and seconded by Mrs. Cole, the Board approved using the Bullet Aid money to purchase furniture and computers for the Children’s Room.

Yes - 5 No - 0

C. Digital Provisions Contract. On a motion made by Mrs. Cole and seconded by Mr. Wassel, the Board approved the Digital Provision Contract to be paid for out of the Capital Projects Fund.

Yes - 5 No - 0

D. Next Board meeting date Tuesday, March 10, 2020.

XIII. SECOND PUBLIC HEARING.

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

XIV. ADJOURNMENT.

On a motion made by Mrs. Jacobson and seconded by Mrs. Cole, the meeting was adjourned at 9:15 p.m.

Respectfully submitted
Tom Wassel
Secretary

Mary Anne Dobler
Clerk of the Board