

**MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY**  
**BOARD OF TRUSTEES JANUARY 14, 2020**

**I. CALL TO ORDER.**

Mrs. Jacobson called the meeting to order at 7:08 P.M. in the Meeting Room. Present were: Mrs. Jacobson, Mrs. Cole, Mr. Cheung, Mr. Wassel, Mrs. Dolowich, Mr. Truncale (Counsel), Mrs. Brenner and Mrs. Dobler.

**II. MINUTES.**

A. Tabled.

**III. PUBLIC HEARING.**

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

Present at this meeting was Mr. Steven G. Spangler and Bob Firneis of Savin Engineers, P.C. Mr. Spangler presented the Board with information on how his company operates and what steps are needed to provide a proposal for construction management services.

**IV. DIRECTOR' S REPORT.**

Mrs. Brenner gave her report.

Window & Theater Chair Replacement. Mr. Bob Firneis and Mr. Stephen Spangler of Savin Engineers will be at the January 14 Board Meeting to discuss the proposed window and Theatre chair replacements. Mrs. Brenner has prepared a list of items to be included in the project so that all the construction managers are basing their proposals on the same information.

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

State Minimum Wage. As of December 31, 2019, the State minimum wage increased to \$13.00 an hour. It will continue to increase annually until it reaches \$15.00 an hour. Mrs. Brenner explained to the Board that she is starting to see the effects of wage compression, which is a pay differential that is the result of the change in the State minimum wage law.

Donation. Mrs. Brenner sent a thank you letter to Dr. & Mrs. Peters for their continued support and generous donation to the Library.

Trustee Workshop. Caroline Ashby, Director of NLS, has arranged for a Trustee Workshop on Saturday, 1/25/2020, at 9:30 a.m. at Nassau Library System. Jerry Nichols, co-author of *Handbook for Library Trustees of New York State*, will be

the presenter. Topics include: responsibilities of Trustees, the relationship between the Board and the Library Director and holding effective Board meetings.

Workplace Violence Workshop. Don Longo, consultant, presented a Workplace Violence Workshop on Tuesday, 12/3, as required by law. As a result of this workshop Mrs. Brenner has contracted with Mr. Longo to conduct a Facility Readiness Assessment of the Library on Friday, 12/20.

Facility Readiness Assessment. Don Longo, Active Shooter and Workplace Violence presenter, conducted a “walk-through” of the Library to evaluate the building and make security recommendations. His recommendations included to install transparent window film that are designed to be shatter resistant on doors, a key fob access system to allow a faster and more efficient access to rooms and areas that would provide safe haven and avenues of escape.

Emergency Exit Announcements. At the start of every Library program there will be an announcement notifying patrons where the emergency exits are located. This information is necessary for public safety in the event of a crisis situation.

HVAC Repairs. The rear entrance ceiling-hung heater is no longer functioning. The temperature in the Circulation area stays cold from the continuous opening of the automatic doors. In addition, the Mitsubishi wall-mounted unit in the TS Processing Office has ceased working and needs to be replaced. Mrs. Brenner contracted with our HVAC company make the necessary repairs.

Syosset Jericho Tribune. An article written by our local history librarian, Betsy Murphy, was featured in the 12/11 Syosset Jericho Tribune.

3D Printer Policy. Jerry Nichols, co-author of *Handbook for Library Trustees of New York State*, recommends that library boards review one policy per month. Mrs. Brenner has reviewed the Jericho Public Library 3D Printer Policy and has no update recommendations.

Jericho High School Community Fair. The Jericho High School Community Fair was held on Thursday, 1/9. Representatives from the Library were Roseann Lewandowski, Children’s Librarian; Gina Patronaggio, Teen Librarian; Vanessa Jambrone, Head of Circulation and Carlos Munozospina, Head of Technology Services. We attend this popular school event as an outreach to the community. Staff members engage with parents and students distributing program pamphlets and brochures describing the various services the Library provides.

**V. DEPARTMENT HEAD.**

N/A.

**VI. COMMUNICATION.**

A. Mrs. Brenner sent a thank you note to Dr. and Mrs. Peters for their continued support and generous donation to the Library.

**VII. FINANCIAL REPORT.**

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

A. #2019 - 6 for \$63,563.76 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 5 No - 0

B. #2019 - 6A for \$2,492.19 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 5 No - 0

C. #2019 - 6B for \$276,183.93 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 5 No - 0

D. #2019 - 6G for \$23,317.15 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 5 No - 0

E. #2020 - 7C for \$11,375.00 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 5 No - 0

**VIII. COMMITTEE REPORTS**

N/A.

**IX. UNFINISHED BUSINESS.**

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

**X. EXECUTIVE SESSION.**

On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board entered into Executive Session at 8:10 p.m.

Yes - 5 No - 0

The Board resumed regular session at 8:25 p.m.

**XI. PERSONNEL.**

- A. The Board accepted the resignation of Emilia Cortale, Page P/T, effective 11/15/2019.
- B. On a motion made by Mrs. Cole and seconded by Mrs. Dolowich, the Board approved the appointment of Ty Josephy, Page P/T, at \$11.00 per hour, effective 1/15/2020.

Yes - 5 No - 0

**XII. NEW BUSINESS.**

- A. Resolution to Tax Cap. On a motion made by Mr. Wassel and seconded by Mr. Cheung, the Board made a resolution to exceed the Tax Cap levy limit for 2020/2021.

Yes - 5 No - 0

**RESOLUTION**  
**JERICHO PUBLIC LIBRARY**  
**LIBRARY BOARD OF TRUSTEES**  
**JANUARY 14, 2020**

*Whereas, the adoption of the 2020/2021 budget for the Jericho Public Library may require a tax levy increase that exceeds the tax cap imposed by the state law as outlined in General Municipal Law Section 3-c adopted in 2011: and*

*Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members: now therefore be it*

*Resolved, that the Board of Trustees of the Jericho Public Library voted and approved to exceed the tax levy limit for 2020/2021 by at least sixty percent of the Board of Trustees as required by state law on January 14, 2020.*

- B. HVAC Units. On a motion made by Mr. Cheung and seconded by Mr. Wassel, the Board approved to pay for the two HVAC units out of the Capital Projects Fund.

Yes - 5 No - 0

- C. Hawkins Delafield & Wood, LLP. On a motion made by Mr. Wassel and seconded by Mr. Cheung, the Board approved to pay Hawkins Delafield & Wood, LLP, Bond Counsel, out of the Capital Projects Fund.

Yes - 5 No - 0

- D. On a motion made by Mrs. Dolowich and seconded by Mr. Wassel, the Board approved to raise the following Pages wage \$1.00 due to the wage compression of the State minimum wage law, effective 1/15/2020:

Bea Audia	Terri Rachimi
Linda Grbic	Ellen Schnurr
Cliff Hong	Kim Sullivan-Regan
Ann Potter	Robin Vacarro

Yes - 5 No - 0

- E. Next Board meeting date Tuesday, February 11, 2020.

**XIII. SECOND PUBLIC HEARING.**

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

**XIV. ADJOURNMENT.**

On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the meeting was adjourned at 8:55 p.m.

Respectfully submitted  
Tom Wassel  
Secretary

Mary Anne Dobler  
Clerk of the Board