

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY
BOARD OF TRUSTEES JULY 16, 2018

I. CALL TO ORDER.

Mr. Diamond called the meeting to order at 7:45 P.M. in the Meeting Room. Present were: Mr. Diamond, Mr. Smith, Mrs. Jacobson, Mr. Cheung, Mrs. Brenner, and Mrs. Dobler.

Mrs. Cole was absent with prior notice.

II. OATH OF OFFICE.

Administration and notarization of office to Mrs. Gloria Jacobson. 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. Jacobson was congratulated on her re-election to the Board.

III. MINUTES.

A. On a motion made by Mr. Smith and seconded by Mrs. Jacobson, the minutes of the June 11, 2018, Board meeting were accepted as presented.

Yes - 4

No - 0

IV. PUBLIC HEARING.

There is a 3-minute time limit per individual in each period. Present at this meeting was Mr. Jim Lothrop of Lothrop Associates, LLP.

Mr. Lothrop discussed the plans for the renovation project, including the different exterior finishes of the addition to the building. He answered questions/suggestions the Board had for him regarding the schematic design plans.

V. DIRECTOR' S REPORT.

Mrs. Brenner gave her report.

Interior Renovation. Mrs. Brenner informed the Board that Jim Lothrop will attend the 7/16 Board meeting.

NYS Bullet Aid Money. Mrs. Brenner received notice that the Jericho Public Library will be receiving \$15,000 in NYS Bullet Aid money. Bullet Aid is awarded through the State Senate and our local representative Senator Marcellino.

Drywell Repair. A drywell in the rear parking lot has been sinking. The damaged asphalt was removed; the broken drywell top dismantled and the well was built up by installing cement blocks. The asphalt was replaced and the area is as good as new.

AED. Chris Pierce of G.E. Pickering, Inc. met with Mrs. Brenner on Monday, 6/18, to demonstrate the AED device. He evaluated the building to determine efficient placement and the number of units needed. Chris recommended that we install 2 units; one on each floor. Staff training sessions are scheduled for Monday, 7/30, and Saturday, 8/4. Approximately 30 employees have registered for the CPR and AED training.

Stop The Bleed. Marvin Berg, Injury Prevention Coordinator at Nassau University Medical Center, will conduct a free program for staff on the “Stop the Bleed” campaign by the Department of Homeland Security. On Wednesday, 7/18, Mr. Berg will train staff as immediate responders who perform external bleeding control for victims before the arrival of professional responders.

Insurance Dividend. The Library was the recipient of a \$4,411 dividend check from Utica National Insurance Group as the result of our impressive safety record.

Auditor Engagement Letter. Cullen & Danowski, LLP, have forwarded an engagement letter to be signed by the Director and a Board Trustee. Cullen & Danowski, LLP, prepare the Library’s annual financial audit.

Five Year Long Range Plan. Mrs. Brenner has composed and presented to the Board a Five Year Long Range Plan for the future needs of the Library.

Elevator Repair. Tuesday, 7/3, the Library lost power twice. Power was quickly restored but the outage blew the overload breaker of the elevator. Thursday, 7/5, Island Elevator replaced the damaged part and the elevator is now functioning properly.

HVAC Repair. On Wednesday, 6/13, 2 HVAC units malfunctioned. Inter-County Mechanical determined that unit #7 needed its draft inducer motor replaced and unit #1 had debris blocking the air flow and needed to be chemically cleaned. Both issues were addressed and the temperature in the Library is now cool and comfortable.

LED Pole Lights. LED bulbs have been installed in all the high pole light fixtures in our parking lots. This will improve the illumination of the space and is more energy efficient than the current incandescent bulbs.

Book Donations. Monday, 7/2, we will resume collection of donated items from the public for our annual Book Sale. The following Mondays are also collection dates: 8/6, 9/17 and 10/1.

Sunday Closing. Sunday, 6/24, was the first Sunday that we closed for the summer. The Library will reopen on Sunday, 9/9, for normal Sunday hours.

Local History Display Case. The theme of the July/August local History Display case is "Take a Hike". Our display case shows you some pleasant places to take a hike or leisurely stroll through some beautiful scenery.

Physics Bus. We are excited to host the Ithaca Physics Bus on Monday morning, 7/23. The mission of the Physics Bus is to awaken interest and creativity in physics for all ages. Children will participate in the mobile exhibition of upcycled appliance reimaged by kids which showcase physics phenomena and many other hands-on, positive experience to enrich their appreciation of science.

Museum Pass. We have added the Oyster Bay Railroad Museum to our impressive list of museum passes. This local museum, located in Oyster Bay, is open from Memorial Day to Labor Day.

Newsletter. Mrs. Brenner presented the Board with the July/August newsletter for their perusal.

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. #2018 - 12 for \$163,376.84 - moved by Mr. Cheung and seconded by Mrs. Jacobson.

Yes - 4

No - 0

- B. #2018 - 12A for \$922.13 - moved by Mr. Cheung and seconded by Mrs. Jacobson.
- Yes - 4 No - 0
- C. #2018 - 12B for \$260,615.63 - moved by Mr. Cheung and seconded Mrs. Jacobson.
- Yes - 4 No - 0
- D. #2018 - 12D for \$393,521.78 - moved by Mr. Cheung and seconded by Mrs. Jacobson.
- Yes - 4 No - 0

IX. COMMITTEE REPORTS.

N/A.

X. REORGANIZATION.

- A. Election of Officers. The following Officers of the Board of Trustees were elected by the Board Members by acclamation:
- David Diamond – President
Gloria Jacobson – 1st Vice President
Denise Cole – 2nd Vice President
Ed Smith – Secretary
Kwan Cheung – Financial Officer
- B. Adoption of By-Laws and Library Policies. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the existing By-Laws and Library Policies were adopted for the fiscal year 2018/2019.
- Yes - 4 No - 0
- C. Adoption of Personnel Policy. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the Personnel Policy was adopted for the fiscal year 2018/2019.
- Yes - 4 No - 0
- D. Adoption of Budget and Salary Schedule. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the budget as prepared by the Board, presented to the public and approved at the annual election on May 15, 2018, was adopted for the fiscal year 2018/2019.
- Yes - 4 No - 0

- E. Appointment of Committees. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the President is empowered to establish committees as needed during the year.

Yes - 4 No - 0

- F. Appointment of Treasurer and Assistant Treasurers. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, Mrs. Jacqueline Rubin was appointed Treasurer of the Jericho Public Library for the fiscal year 2018/2019 and will receive \$1,000 for her services to the Library in this capacity. Mr. Kwan Cheung and Mrs. Denise Cole were appointed Assistant Treasurers.

Yes - 4 No - 0

- G. Designation of Attorney. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the firm of Spellman Gibbons Polizzi Truncale & Trentacoste, LLP was designated as the Library's attorneys on a non-retainer basis for the fiscal year 2018/2019.

Ye - 4 No - 0

- H. Designation of Auditor. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the firm of Cullen & Danowski, LLP was designated to audit the Library's financial records for the fiscal year 2017/2018.

Yes - 4 No - 0

- I. Designation of Banks. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, Bridgehampton National Bank, J.P. Morgan Chase Bank, Citibank, Capital One, HSBC, First National Bank of Long Island, TD Bank, all being commercial banks in the area, in accordance with the Library's Investment Policy and New York State Law, will service the Library's savings, checking and investment accounts.

Yes - 4 No - 0

- J. Designation of Insurance Agency. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the Regan Agency of Babylon will serve as the Library's insurance agency for the fiscal year 2018/2019.

Yes - 4 No - 0

- K. Designation of Official Newspapers. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, Newsday and the Syosset/Jericho Tribune were designated as the official newspapers of the Library for the fiscal year 2018/2019.

Yes - 4 No - 0

L. Designation of Clerk of the Board to make investments, wire transfers and telephone transfer of funds. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, Mary Anne Dobler, Clerk of the Board, was authorized to make investments of monies on behalf of the Jericho Public Library in accordance with section 1723-A of the New York State Education Law and the Library's Investment Policy. Mrs. Dobler is also authorized to make wire transfers of funds from one Library account to another.

Yes - 4 No - 0

M. Designation of Omni Preferred Providers as the investment companies for the Library employees' Tax Shelter Annuity funds. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, Omni Preferred Providers shall continue as the administrator for the Library employees' Tax Shelter Annuity funds.

Yes - 4 No - 0

N. Designation of New York State Tax Deferred Compensation Plan as the investment company for the Library employees' 457 Plan funds. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, New York State Tax Deferred Compensation Plan shall continue as the designated company for the Library employees' 457 Plan funds.

Yes - 4 No - 0

XI. UNFINISHED BUSINESS.

- A. Workplace Violence Policy. Tabled
- B. Minimum Wage. On a motion made by Mr. Smith and seconded by Mrs. Jacobson, the Board approved the State Law for employees with the exception of teen pages and teen audio/visual helpers. Teen pages and teen audio/visual helpers entry level salary will be frozen at \$11.00 per hour.

Yes - 4 No - 0

XII. EXECUTIVE SESSION.

On a motion made by Mrs. Jacobson and seconded by Mr. Cheung, the Board entered into Executive Session at 9:20 p.m.

Yes - 4 No - 0

The Board resume regular session at 9:30 p.m.

XIII. PERSONNEL.

A. On a motion made by Mrs. Jacobson and seconded by Mr. Smith, the Board approved the appointment of Lauren Steinberger, Page P/T, at \$11.00 per hour, effective 7/2/2018.

Yes - 4 No - 0

B. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the Board approved the appointment of Denise Liggio, Librarian II Full Time, at a salary of \$68,180, effective 7/30/2018.

Yes - 4 No - 0

C. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the Board approved the appointment of Ginamarie Patronaggio, Librarian II Full Time, at a salary of \$68,180, effective 7/30/2018.

Yes - 4 No - 0

IVX. NEW BUSINESS.

A. Auditor Engagement Letter. The Board accepted the Auditor Engagement Letter and was signed by Mr. David Diamond, President of the Board.

B. Annual Report to the Public. Tabled.

C. 5-Year Long Range Plan. On a motion made by Mrs. Jacobson and seconded by Mr. Smith, the Board approved the 5-year Long Range Plan as presented by Mrs. Brenner.

Yes - 4 No - 0

D. Next Board Meeting date is Monday, August 13, 2018.

VX. SECOND PUBLIC HEARING.

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

VIX. ADJOURNMENT.

On a motion made by Mr. Diamond and seconded by Mr. Cheung, the meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Edwin Smith
Secretary

Mary Anne Dobler
Clerk of the Board