

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY
BOARD OF TRUSTEES JULY 16, 2019

I. CALL TO ORDER.

Mrs. Jacobson called the meeting to order at 7:07 P.M. in the Community Room. Present were: Mrs. Jacobson, Mr. Cheung, Mrs. Cole, Mr. Wassel, Mrs. Brenner, Mrs. Dobler and Mr. Truncale (Counsel).

Absent with prior notice, Ms. Gayle Dolowich.

II OATH OF OFFICE.

Tabled.

III. MINUTES.

A. On a motion made by Mrs. Cole and seconded by Mr. Cheung, the Minutes of the June 10, 2019, 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 Mrs. Joan Bernstein. Mrs. Bernstein is a long time member of the Jericho community and patron of the Library. She commented that she was very happy to see that the damaged sidewalk and curb was replaced with a handicapped ramp. She also made a recommendation to the Board that the Library allow only head-in parking in the front parking lot. Mrs. Jacobson thanked her for the recommendation and said that the Board will discuss it.

V. DIRECTOR' S REPORT.

Interior Renovation. Mrs. Brenner received a letter and invoice from Mr. Will Recce of SCC Construction Management Group for Pre-Referendum Phase services. He explained that the discounted invoice reflects the cost to cover expenses and some of their staff time.

Window Replacement. Mrs. Brenner recommended to the Board that the Library replace the many original deteriorating and leaky windows throughout the building. The large windows on the second floor along the driveway leak whenever it rains, and the windows along the wall in the Children's Room constantly leak onto the carpet. This project was included in the renovation plan, but now it needs to be addressed.

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

Physics Bus. The Ithaca Physics Bus will return to the Library on Monday, 7/22. 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 appliances reimagine by kids which showcase physics phenomena and much other hands-on, positive experience to enrich their appreciation of science.

T Mobile Hot Spots. At the June Board meeting, the Board approved to change the reserve/hold procedure for T Mobile Hot Spots. Once a patron returns a Hot Spot device they must wait 60 days before they can place a hold or check the item out, same as our museum passes. The Board agreed to change the late fees from \$2 per day, maximum fee \$10, to \$10 per day, maximum fee \$50, also same as the museum passes.

Theater Chairs. There have been several incidents involving the Theatre chairs. For the safety of our patrons, Mrs. Brenner recommended that Lothrop Architects and/or SCC Construction investigate replacing the seats.

Bullet Aid Money. Mrs. Brenner has been notified that the Jericho Public Library will be receiving \$7,000 in NYS Bullet Aid money. Bullet Aid is awarded through the State Senate and our local representative Senator Gaughran. Once the checks are dispersed through NLS, I will inform Senator Gaughran of the innovative services that we will be able to provide for our residents due to his thoughtfulness.

Innovative Catalog Training. Since the Jericho Public Library is a “stand-alone” library we must complete all cataloging of materials in-house. NLS has a cataloging department that handles cataloging for member libraries. We have partnered with Syosset Library, another stand-alone library, and NLS to share the cost of a comprehensive 2-day cataloging course presented by Innovative. We will be hosting this workshop on 7/16 and 7/17. This training is extremely important for our library staff so that we catalog materials in such a way that items are easily searchable by patrons.

Staff Training. Angela Cinquemani, Head of Reference; Sarah Okano, Reference Librarian, and Mrs. Brenner attended a workshop on Staff Response Techniques and Tactics. The presentation addressed ways to handle difficult patrons and to keep yourself safe. All who attended felt that this program must be shared with as

many staff members as possible. Mrs. Brenner recommended to the Board that she contact Don Longo (presenter) to provide this workshop for Jericho staff.

Sexual Harassment Training. The New York State Senate recently passed a bill aimed at strengthening and reforming the state's sexual harassment laws. Ben Truncale, Jr., our attorney, updated our Non-Discrimination & Harassment Policy to include sexual harassment. Staff has begun mandatory training that must be completed before 10/9/2019.

Roof Repair. As a result of all the heavy rain, we noticed a leak in the ceiling adjacent to the Reference Desk. On Friday, 6/14, Eveready Roofing sealed the top wall and expansion joint on the roof of the leaking area with flashing cement.

HVAC Repair. The HVAC unit serving the Reference Area ceased functioning on 7/2. On 7/3, a technician from our HVAC Company was able to temporarily restore the unit until the damaged part is received.

Damaged Tree. On Thursday, 7/4, Davey Tree Company removed a tree damaged beyond repair from the front lawn. The tree destruction was caused by a vicious thunderstorm the prior evening.

2019 Nassau Library Tour. Jericho Public Library is one of 52 Nassau County libraries participating in the 2019 Nassau Library Tour. Road trip to as many of Nassau public libraries as you can from 7/1 to 8/30 to visit the library, explore the attractions, restaurants and parks nearby. In each library there is a unique item to hunt for and you will earn prizes as you go along. Pick up a map at the Circulation Desk and join the fun!

Children's Room. The popular play area in the Children's Room has been expanded once again. Through a weeding project we were able to remove one shelving unit. We purchased fun and educational wall mobile pieces to help children with motor coordination.

Local History Display Case. Our Local History Display case for July/August is "Treasures from the Attic". We are participating in the Library Book Tour and enclosed in the case is our "scavenger hunt item", a vinyl 78 record.

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 - 12 for \$135,165.80 - moved by Mr. Cheung and seconded by Mr. Wassel.

Yes - 4 No - 0

B. #2019 - 12A for \$1,176.71 - moved by Mr. Cheung and seconded by Mr. Wassel.

Yes - 4 No - 0

C. #2019 - 12B for \$261,423.30 - moved by Mr. Cheung and seconded Mr. Wassel.

Yes - 4 No - 0

D. #2019 - 12G for \$5,702.25 - moved by Mr. Cheung and seconded by Mr. Wassel.

Yes - 4 No - 0

Authorization for Transfer was individually examined and approved for transfer as follows:

A. #2019 - 12D for \$367,081.13 – moved by Mr. Cheung and seconded by Mr. Wassel.

Yes - 4 No - 0

IX. COMMITTEE REPORTS.

N/A.

X. REORGANIZATION.

On a motion made by Mr. Wassel and seconded by Mrs. Cole, the Board approved of the following:

- A. Election of Officers:

Gloria Jacobson	President
Denise Cole	1 st Vice President
Kwan Cheung	2 nd Vice President
Thomas Wassel	Secretary
Gayle Dolowich	Financial Officer
- B. Adoption of By-Laws and Library Policies.
- C. Adoption of Personnel Policy.
- D. Adoption of Budget and Salary Schedule.
- E. Appointment of Committees.
- F. Appointment of Treasurer and Assistant Treasurers:

Jacqueline Rubin	Treasurer
Denise Cole	Assistant Treasurer
Kwan Cheung	Assistant Treasurer
- G. Appointment of Attorney on a non-retainer basis (Spellman, Polizzi, Truncale and Trentacoste, LLP).
- H. Designation of Auditor (Cullen & Danowski LLP).
- I. Designation of Banks (Bridgehampton National Bank, J.P. Morgan Chase Bank, Citibank, Capital One, HSBC, First National Bank of Long Island (checking, savings and investment).
- J. Designation of Insurance Agency (Regan Agency).
- K. Designation of Official Newspapers (Newsday and Jericho Syosset News Journal).
- L. Designation of the Clerk of the Board to make investments, wire transfers and telephone transfer of funds (Mary Anne Dobler).
- M. Designation of Omni Preferred Providers as the investment companies for the Library employees' Tax Shelter Annuity funds.
- N. Designation of New York State Tax Deferred Compensation Plan as the investment company for the Library employees' 457 Plan funds.

Yes - 4

No - 0

XI. UNFINISHED BUSINESS.

- A. Bank Signature Cards. Necessary paperwork was signed by the Board members present to obtain new signature cards from the Library's banks.

XII. EXECUTIVE SESSION.

N/A.

XIII. PERSONNEL.

- A. The Board accepted the termination of Jorge Ochoa, Cleaner P/T, at \$18.00 per hour, effective 6/24/2019.
- B. On a motion made by Mr. Wassel and seconded by Mr. Cheung, the Board approved the appointment of Jake Kupferman, Page P/T, at \$11.00 per hour, effective 7/17/2019.

Yes - 4 No - 0

- C. On a motion made by Mr. Wassel and seconded by Mr. Cheung, the Board approved the appointment of Emilia Cortale, Page P/T, at \$11.00 per hour, effective 7/30/2019.

Yes - 4 No - 0

XIV. NEW BUSINESS.

- A. Window Replacement. The Board agreed to have the windows replaced.
- B. Theater Chairs. The Board agreed to have the Theater chairs replaced.
- C. 5-Year Long Range Plan. On a motion made by Mr. Cheung and seconded by Mr. Wassel, the Board approved the Five-Year Long Range Plan.

Yes - 4 No - 0

- D. T Mobile Hot Spot. On a motion made by Mrs. Cole and seconded by Mr. Cheung, the Board approved to increase the fines for the T Mobile Hot Spots from \$2 per day, maximum fee \$10 to \$10 per day, maximum fee \$50.

Yes - 4 No - 0

- E. Staff Training. The Board agreed to have a workshop for Jericho staff on Staff Response Techniques and Tactics.

- F. Budget Line Transfers. On a motion made by Mr. Wassel and seconded by Mr. Cheung, the Board approved the following transfers:
- a. Transferring \$7,125 from #450 Gas & Electric to #203 Technology Equipment (\$1,600), #410 Books (\$1,600), #412 Downloadable Materials (\$3,700) and #415 CD Rom (\$255).
 - b. Transferring \$3,500 from #439 Equipment Repair to #430 Library Supplies (\$3,000), #431 Telephone (\$500).
 - c. Transferring \$4,400 from #465 Grounds Upkeep to #434 Printing & Publicity (\$2,500), #451 Custodial Supplies & Equipment (\$1,200), #454 Insurance (\$700).

Yes - 4

No - 0

- G. Next Board Meeting Date, Monday, August 12, 2019, at 7:30 p.m.

XV. SECOND PUBLIC HEARING.

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

XVI. ADJOURNMENT.

On a motion made by Mrs. Jacobson and seconded by Mr. Cheung, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Thomas Wassel
Secretary

Mary Anne Dobler
Clerk of the Board