

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY
BOARD OF TRUSTEES JUNE 11, 2018

I. CALL TO ORDER.

Mr. Diamond called the meeting to order at 7:40 P.M. in the Meeting Room. Present were: Mr. Diamond, Mr. Smith, Mrs. Jacobson, Mrs. Cole, Mr. Cheung, Mrs. Brenner, and Mrs. Dobler.

II. MINUTES.

A. On a motion made by Mr. Cheung and seconded by Mrs. Cole, the minutes of the May 14, 2018, Board meeting 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.

Interior Renovation. Mrs. Brenner and Mr. Diamond participated in a conference call with Jim Lothrop, architect, and Dominic Calgi, project manager, on Wednesday, 5/23. The purpose of the call was to discuss questions the Board raised concerning the renovation project and the cost estimate invoice from Calgi Construction Management for the Schematic Design of the job. Jim also has three different exterior finishes for the Board to review. Dominic Calgi will send a proposal to reflect the costs of the various exterior materials for the building expansion.

Budget 2018/2019. On Tuesday, 5/15, Jericho residents overwhelmingly approved the Library budget by an impressive 84.4%. Congratulations to Gloria Jacobson on her reelection to the Board.

Plumbing. On Wednesday, 5/16, as a preventative maintenance measure, Holzaple Plumbing cleaned the main sewer line in the building.

Summer Reading Clubs. "Libraries Rock" is the theme of the Teen and Children's Summer Reading Clubs. The Children's librarians have numerous educational and fun programs scheduled during the summer months; and Gina Patronaggio, teen librarian, has showcased teen programs in an informative brochure. Our Adult Summer Reading Club kicks off on Thursday, 6/28, at 2:00

p.m. with a roundtable discussion of interesting books to read during the summer. Our patrons of all ages look forward to and participate in these enjoyable programs.

AED. Mrs. Brenner contacted the Jericho Fire Department regarding the purchase of an Automated External Defibrillator (AED) device. They referred us to G. E. Pickering, Inc. Chris Pierce from that company will meet with Mrs. Brenner on Monday, 6/18, to demo the AED device, evaluate the building to determine efficient placement and the number of units needed. Upon completion of a 2-hour training session staff will have American Heart Association certification for 2 years.

The Great American Read. Jericho Library is partnering with PBS's 8-part series The Great American Read that began on 5/22 and culminates on 10/23 with the results of the national vote for America's favorite novel. The series, hosted by Meredith Vieira, will celebrate the joy of reading and the books we love. The series will feature interviews with celebrities, authors and everyday Americans discussing the way particular books have influenced them and their significance in American culture. Viewers will be asked to vote via online, Facebook, Twitter, text and telephone for their favorite book from the list of 100 books compiled by PBS. In addition to our own "in-house" voting campaign, we are planning numerous programs and social media posts for our patrons.

WiFi Hot Spot. The Library is purchasing 10 portable "hot spot" router/modems to loan to our patrons. Patrons will check out the devices so they have access to free Wi-Fi on the beach, in waiting rooms, trains, camping, etc. Each apparatus has the capability to connect up to 5 devices through T Mobile internet connectivity. Patrons can stay connected virtually anywhere in the U.S.A.

Power Outage. On Tuesday, 6/5, PSEG as part of the project to replace light poles in the area disconnected the power line to the Library. A few hours later after installing the line to the new light pole, the Library regained power. The work was done after Library hours and had no effect to the Library or its patrons.

Front Entrance. There is a new lovely bench and colorful flower basket welcoming patrons as they enter our automatic doors into our building.

Window Repairs. On Thursday 6/7, Fox Glass replaced the weather stained window along the driveway. The damaged caulking was removed and replaced with new caulking which will prevent future leaks into the building.

Staff Appreciation. The Board approved a Staff Appreciation breakfast on Wednesday, 6/13. Board President, David Diamond, composed a thank you letter that was distributed to staff on behalf of the Board of Trustees.

V. DEPARTMENT HEAD.

N/A.

VI. COMMUNICATION.

N/A.

VII. FINANCIAL REPORT.

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

- A. #2018 - 11 for \$88, 266.39 - moved by Mr. Cheung and seconded by Mr. Smith.

Yes - 5

No - 0

- B. #2018 - 11A for \$1,965.86 - moved by Mr. Cheung and seconded by Mrs. Smith.

Yes - 5

No - 0

- C. #2018 - 11B for \$378,599.72 - moved by Mr. Cheung and seconded Mrs. Jacobson.

Yes - 5

No - 0

- D. #2018 - 11C for \$0.00 – moved by Mr. Cheung and seconded by Mrs. Jacobson.

Yes - 5

No - 0

VIII. COMMITTEE REPORTS

N/A.

C. Interlibrary Loan Agreement. At this time the Board rescinded the one-year moratorium of the Interlibrary Loan Agreement.

D. Hot Spot Devices. On a motion made by Mrs. Jacobson and seconded by Mr. Cheung, the Board approved our Hot Spot Devices with a loan period of 21 days, no renewal and a \$2.00 per day late fine.

Yes - 5 No - 0

E. Minimum Wage. Tabled.

F. Budget Line Transfers. On a motion made by Mr. Smith and seconded by Mr. Cheung, the Board approved the transfer of funds of \$5,000 from the Professional Salary line to the Professional Services line for additional work completed on the renovation plans to Lothrop Associates.

Yes - 5 No - 0

On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the Board approved the transfer of funds of \$6,000 from the Hospitalization line to the Misc. Equipment line to cover the cost of the AED purchase and training.

Yes - 5 No - 0

On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the Board approved the transfer of funds of \$6,000 from the Professional Salary line to the Equipment and Repair & Contracts line to cover the unexpected cost to relocate electric lines in the Children's Room renovation.

Yes - 5 No - 0

On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the Board approved the transfer of funds of \$5,000 from the Clerical Salary line to the Equipment Repair & Contract line to replace the large weather damaged window on the 2nd floor.

Yes - 5 No - 0

G. Laptop Borrowing Policy. On a motion made by Mrs. Jacobson and seconded by Mrs. Cole, the Board approved the Laptop Borrowing Policy with the specification that the laptops are to be checked out and returned the same day.

Yes - 5 No - 0

H. Next Board Meeting date is Monday, July 16, 2018.

XIII. SECOND PUBLIC HEARING.

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

IVX. ADJOURNMENT.

On a motion made by Mr. Diamond and seconded by Mr. Cheung, the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Edwin Smith
Secretary

Mary Anne Dobler
Clerk of the Board