

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY
BOARD OF TRUSTEES NOVEMBER 8, 2018

I. CALL TO ORDER.

Mr. Diamond called the meeting to order at 7:35 P.M. in the Meeting Room. Present were: Mr. Diamond, Mr. Smith, Mr. Cheung, Mrs. Cole, Mrs. Brenner, and Mrs. Dobler.

Absent with prior notice: Mrs. Jacobson.

II. MINUTES.

A. On a motion made by Mrs. Cole and seconded by Mr. Cheung, the minutes of the October 9, 2018, Board meeting were accepted as presented.

Yes - 4

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 contracted with GeoDesign to conduct a geotechnical engineering evaluation of the proposed expansion areas. On Monday, 10/22, a team and equipment from GeoDesign were on site to perform boring of outdoor areas of the Library property. On Wednesday, 10/31, representatives from Environmental Maintenance Contractors were at the Library to inspect interior spaces in the building for asbestos, lead paint and other hazardous materials.

Renovation Public Forum. A message from the Board of Trustees is on the front page of the November/December newsletter. A public forum will be held on Thursday, 1/10/2019, at 7:00 p.m. in the Theater to discuss the proposed renovation with our patrons.

Fastlane Service. We are the first library in the world to implement Fastlane service from Bibliotheca. Simply download the Cloud Library App, then check out items using your mobile device. Once a patron has selected an item to check out, they scan the item barcode and then simply de-activate the items at a Fastlane pad located near the rear entrance.

Steam Kits. The Children's librarians have compiled STEAM kits that are available for children to borrow. We are offering 10 "Create with STEAM" kits for older children and 4 "It Begins with STEAM" kits for younger patrons. These fun and educational kits contain books and hands-on activities aimed at strengthening critical thinking, problem solving and creative skills.

VOX Books. VOX books are print books that contain a VOX Audio Reader which transforms a book into a read-along. Children simply press a button to simultaneously listen and read the book.

NLS Member Support. NLS uses a 4 factor formula: population, materials expenditure, number of cardholders and circulation to determine the amount of member support requested of each member library. When you consider the services that are included in member library support the increase requested is minimal.

Book Sale. The annual JPL Book sale took place on Friday, 10/26; Saturday, 10/27; and Sunday, 10/28, and was a huge success. Technology help was available in the lobby for our patrons. Community members enjoy browsing through the various items offered as well as assistance with eBooks, smart devices, etc.

Trustee Handbooks. Mrs. Brenner gave each of the Trustees the 2018 edition of *Handbook for Library Trustees of New York State* to become familiar with the functions of a library and their role in the operation of a library.

Refund. Our Utica Worker's Compensation policy was audited and as a result the Library received a \$2,628 return premium check.

Budget 2019/2020. The budget process for fiscal year 2019/2020 has begun. Letters were mailed to Library vendors inquiring if they anticipate an increase/decrease in the pricing of supplies or services provided to the Library.

Student Art Show. During the month of November, an art exhibit of Jericho School students will be showcased in the Meeting Room and in our display cases. The exhibit of these talented youngsters was made possible by a coordinated effort between Library staff and the Jericho Art teachers.

Local History Display Case. The theme of the November/December Local History Display case is "Famous and Prominent Men in Long Island History". Teddy Roosevelt, William Floyd, and William Cullen Bryant all had homes on Long Island that are now historic sites and are open to the public.

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 - 4 for \$91,692.47- moved by Mr. Cheung and seconded by Mrs. Cole.

Yes - 4 No - 0

B. #2018 - 4A for \$1,332.81- moved by Mr. Cheung and seconded by Mrs. Cole.

Yes - 4 No - 0

C. #2018 - 4B for \$267,694.15- moved by Mr. Cheung and seconded Mrs. Cole.

Yes - 4 No - 0

D. #2018 - 4G for \$7,632.50 - moved by Mr. Cheung and seconded by Mrs. Cole.

Yes - 4 No - 0

VIII. COMMITTEE REPORTS.

N/A.

IX. UNFINISHED BUSINESS.

N/A.

X. EXECUTIVE SESSION.

N/A.

XI. PERSONNEL.

- A. On a motion made by Mrs. Cole and seconded by Mr. Cheung, the Board approved the appointment of Marcella Cirisano, Information Technology Aide I Part-Time, at \$18.00 per hour, effective 11/9/2018.

Yes - 4

No - 0

XII. NEW BUSINESS.

- A. NLS Support. On a motion made by Mr. Smith and seconded by Mrs. Cole, the Board approved the NLS Member Support fee to be paid over the fiscal years of 2019 and 2020.

Yes - 4

No - 0

- B. STEAM Kits. The Board of Trustees approved the Steam Kit Loan Rules as set forth by Mrs. Brenner of 7 days, \$10 late fee per day and up to \$50 to replace the kit; no renewals and will not allow holds.
- C. VOX Books. The Board of Trustees approved the VOX Book Loan Rules as set forth by Mrs. Brenner of 2 books per card for 28 days, \$0.25 late fee per day up to \$5.00; no renewals and will not allow holds.
- D. Next Board Meeting date, Monday, December 10, 2018.

XIII. SECOND PUBLIC HEARING.

There is a 3-minute time limit per individual in each period. Present at this meeting was Mr. Peter Hsu. Mr. Hsu had questions regarding the proposed renovation about green construction, impact on residents in the community and whether there will be renderings of the project at the January 10th forum.

IV. ADJOURNMENT.

On a motion made by Mr. Diamond and seconded by Mr. Smith, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Edwin Smith
Secretary

Mary Anne Dobler
Clerk of the Board