

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY
BOARD OF TRUSTEES NOVEMBER 12, 2019

I. CALL TO ORDER.

Mrs. Cole called the meeting to order at 7:02 P.M. in the Meeting Room. Present were: Mrs. Cole, Mr. Cheung, Mr. Wassel, Mrs. Dolowich, Mr. Truncale (Counsel), Mrs. Brenner and Mrs. Dobler.

Mrs. Jacobson was absent with prior notice.

II. MINUTES.

A. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Minutes of the October 15, 2019, 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. AUDITOR.

Present at this meeting was Ms. Jill Sanders, partner Cullen & Danowski, LLP. Ms. Sanders presented the Board with a draft of Jericho Public Library's 2018/2019 fiscal year financial statement and explained that it is Cullen & Danowski's responsibility to audit basic financial statements to obtain reasonable assurance about whether the statements are free from material misstatement. Ms. Sanders informed the Board that financial statements provided by the Library's administration staff were free of material misstatement and that the Library is in good financial standing.

IV. DIRECTOR' S REPORT.

Mrs. Brenner gave her report.

Window and Theater Chair Replacement. Mrs. Brenner will contact a second Construction Management firm to attend the 12/9 Board meeting.

Macmillan Publishing. On 11/1 Macmillan Publishing will begin a new library eBook lending model in which a library may purchase one copy upon release of a new title in eBook format, and then the publishers will impose an eight-week embargo on additional copies of that title sold to libraries. NLS has shared an informative notice that they are requesting we share with our patrons. Mrs. Brenner will also put this notice on display throughout the Library and post it on our website.

Board Meeting Date Change. Tuesday, 5/12, is our scheduled Board meeting but it is also the night of the Jericho Schools Budget Hearing and Meet the Candidates Night. Mrs. Brenner attends the Budget Hearing to present the Library's budget to the public and answer any questions they may have. The Board needs to discuss a date to reschedule our May Board meeting.

Letter to Editor. Caroline Ashby, Director NLS, has asked that Library Trustees submit a letter to the editor of our local papers in support of state funding for libraries and library systems.

NLS Annual Meeting. NLS is inviting Directors and Trustees to their Annual meeting on Monday, 12/9. Unfortunately, our Board meeting is at the same time. Mrs. Brenner informed Caroline Ashby, NLS Director, of our regrets.

Election Law. Election Law 3-110 was amended to grant all employees who are registered voters three hours paid leave to enable them the ability to vote at any election. An editorial in Newsday on Friday, 11/1, addresses the problematic issues with this change to Election Law.

Auditor. Jill Sanders, partner Cullen & Danowski, LLP, will attend our Board meeting on 11/12, to present a draft of our 2018/2019 fiscal year financials to the Board of Trustees.

Conference Expense Guidelines. Our current Conference Guidelines, last updated in 2004, is in need of a revision. Mrs. Brenner prepared a revised Conference Guidelines to make all the necessary changes to accurately address all the modifications needed.

Book Sale. The JPL Book Sale took place on Friday, 10/25, Saturday, 10/26, and Sunday, 10/27. It was a huge success and the second highest grossing Book Sale to date! Community members enjoy browsing through various items offered for sale as well as assistance with eBooks, smart devices, etc.

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

Audio JPL Newsletter. The Library newsletter is available to patrons in print and audio. Simply follow the directions on our website under events, then choose Read Aloud on the task bar.

HVAC Maintenance. On Friday, 10/25, routine maintenance was performed on our HVAC equipment. All units are ready for the colder weather and functioning normally.

Carpet Cleaning. On Tuesday, 10/8, the Library’s carpets were professionally cleaned. Carpet cleaning is performed periodically during the year to maintain a sanitary environment for patrons and staff.

Local History Display Case. The theme of the November/December Local History Display Case is “An Old Fashioned Celebrations of the Holidays in Jericho.” On display are items from the Milleridge Inn, Maine Maid Inn, Jericho Cider Mill and the Jericho Fire House.

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. #2019 - 4 for \$80,344.74 - moved by Mrs. Dolowich and seconded by Mr. Wassel.

Yes - 4 No - 0

B. #2019 - 4A for \$612.74 - moved by Mrs. Dolowich and seconded by Mr. Wassel.

Yes - 4 No - 0

C. #2019 - 4B for \$382,826.08 - moved by Mrs. Dolowich and seconded by Mr. Wassel.

Yes - 4 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 Mrs. Cole and seconded by Mr. Cheung, the Board entered into Executive Session at 7:52 p.m.

Yes - 4

No - 0

The Board resumed regular session at 7:55 p.m.

XI. PERSONNEL.

- A. On a motion made by Mr. Wassel and seconded by Ms. Dolowich, the Board approved the appointment of Ann Boccasini, Page P/T, effective November 22, 2019, at a rate of \$12.00 per hour.

Yes - 4

No - 0

XII. NEW BUSINESS.

- A. May Board Meeting Date. The Board agreed to change the May Board meeting date to Thursday, May 14, 2020.
- B. Letter to Newspapers. On a motion made by Mr. Wassel and seconded by Ms. Dolowich, the Board agreed to submit a letter to the editor of local papers in support of state funding to libraries and library systems.

Yes - 4

No - 0

- C. Conference Guidelines. On a motion made by Mrs. Cole and seconded by Mrs. Dolowich, the Board approved the revised Conference Guidelines.

Yes - 4

No - 0

D. Auditor's Financials for budget year 2018/2019. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board accepted the 2018/2019 financial reports and recommendations made by our auditors, Cullen and Danowski, LLP.

Yes - 4 No - 0

E. Exhibit and Display Policy. On a motion made by Mrs. Cole and seconded by Mrs. Dolowich, the Board approved the revised Exhibit and Display Policy.

Yes - 4 No - 0

F. Treasurer Stipend. On a motion made by Mrs. Cole and seconded by Mr. Cheung, the Board made a resolution to increase the Treasurer stipend to \$1,500 a year.

Yes - 4 No - 0

G. Next Board meeting date Monday, December 9, 2019.

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 8:35 p.m.

Respectfully submitted
Tom Wassel
Secretary

Mary Anne Dobler
Clerk of the Board