

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY
BOARD OF TRUSTEES OCTOBER 9, 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, Mr. Cheung, Mrs. Cole, Mrs. Brenner, and Mrs. Dobler.

II. MINUTES.

A. On a motion made by Mrs. Jacobson and seconded by Mrs. Cole, the minutes of the September 13, 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. Present at this meeting was Ms. Sarah Mangan, a student at Long Island University. She was observing the Board meeting as a requirement of her curriculum. Also at this meeting was Mr. Peter Hsu. Mr. Hsu complimented the Board on the purchase of the hot spots and exclaimed how pleased he was with them. He questioned whether the hotel that will be built at the Milleridge Inn will have any effect on the Library parking or otherwise. He also inquired whether the renovation will be built with green energy and gave the Board a number of companies for the construction. The Board thanked Mr. Hsu for his participation in the Board meeting.

IV. DIRECTOR' S REPORT.

Mrs. Brenner gave her report.

Interior Renovation. Mrs. Brenner contacted a number of companies that were provided by Jim Lothrop for Hazardous-Materials and Geo-Technical Consultants to request a proposal for their services. The Library's attorney is reviewing the draft proposal for Architectural, Interior Design and Engineering Services from Jim Lothrop Architects Associates, LLP.

Rave Panic Button App. Representatives from Nassau County Police Department presented a RAVE (emergency alert system) Panic Button workshop for Library Directors on Wednesday, 9/26. The Directors completed application forms for the app. A representative from the RAVE company will contact Mrs. Brenner via email to set up an online meeting where Mrs. Brenner will receive a spreadsheet to complete containing names, emails and smart phone numbers of Trustees and staff that will download the RAVE app onto their smart phones. Once this infor-

mation is verified, a test of the system will take place. A geo fence will be placed along the perimeter of the Library property. This will aid Nassau County police as to the exact location of the emergency. The Library RAVE app will not work outside of the geo fence area.

Great Give Back. The Great Give Back is an island wide effort to bring awareness that libraries can make a difference. Saturday, 10/13, libraries in Nassau and Suffolk counties will give back to their communities through a variety of projects. Our patrons will have the opportunity to color and design bookmarks that will be distributed to local nursing homes, adorn a bag that contains a craft for children in hospitals and decorate fabric blocks to contribute to the Safe and Warm Quilt Initiative Campaign to benefit homeless youth

SMART Board. The Library now has a SMART board for Library use. A SMART board is an interactive whiteboard which allows many forms of media, photos, maps, graphs, video, etc. to be displayed. The interactive nature of SMART boards offers patrons the opportunity to share and participate in the learning process.

Delayed opening. The Library will open at 1:00 pm on Wednesday, 10/10, to repair the leaking main water line in the building. The water coming into the facility must be turned off in order to complete the repair.

Sexual Harassment Policy. The New York Senate recently passed a bill aimed at strengthening and reforming the state’s sexual harassment laws. The Library’s attorney has compiled a Non-Discrimination and Harassment Policy for the Board to review. The policy requirement takes effect on October 9, 2018. As with Workplace Violence Prevention, annual staff training is mandatory.

Food Drive. The Library is participating in a food drive organized by Legislator Josh Lafazan benefiting Island Harvest. Bins will be in the lobby from 11/3 to 11/17.

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 - 3 for \$73,263.52 - moved by Mr. Cheung and seconded by Mrs. Cole.

Yes - 5 No - 0

- B. #2018 - 3A for \$688.15 - moved by Mr. Cheung and seconded by Mrs. Cole.

Yes - 5 No - 0

- C. #2018 - 3B for \$249,296.22 - moved by Mr. Cheung and seconded Mrs. Cole.

Yes - 5 No - 0

VIII. COMMITTEE REPORTS.

N/A.

IX. UNFINISHED BUSINESS.

N/A.

X. EXECUTIVE SESSION.

On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the Board entered into Executive Session at 8:12 p.m.

Yes - 5 No - 0

The Board resumed regular session at 8:45 p.m.

XI. PERSONNEL.

- A. The Board accepted the resignation of Antonia DeLuca, Typist/Clerk Part time, effective 9/17/2018.

- B. On a motion made by Mr. Smith and seconded by Mrs. Jacobson, the Board approved the appointment of Eunsoo Lee, Typist/Clerk Part Time, at \$14.86 per hour, effective 10/19/2018.

Yes - 5 No - 0

- C. Based upon market conditions in the labor force, on a motion made by Mr. Diamond and seconded by Mr. Smith, the following entry level salaries will be established, effective 10/10/2018.

- Library Assistant - \$40,000
- Information Technology Specialist II - \$50,000
- Senior Library Clerk - \$41,000
- Community Services Information Assistant/Library Programs Coordinator - \$43,000
- Senior Account Clerk - \$45,000
- Account Clerk - \$39,000
- Typist/Clerk F/T - \$34,500
- Cleaner P/T - \$18.00 per hour

Yes - 5 No - 0

- D. On a motion made by Mr. Cheung and seconded by Mr. Smith, the Board approved the following yearly salary increases of \$2,500 for the following individuals, effective 10/10/2018.

- Paula Alboher
- Carol Benenati
- Maria Heinz
- Fran Medina
- Barbara Miller

Yes - 5 No - 0

XII. NEW BUSINESS.

- A. Non Discrimination and Harassment Policy. On a motion made by Mrs. Jacobson and seconded by Mr. Cheung, the Board revised the Non Discrimination and Harassment Policy.

Yes - 5 No - 0

- B. Environmental Consultant. On a motion made by Mr. Diamond and seconded by Mr. Smith, the Board agreed to hire the environmental consulting and testing services of Environmental Maintenance Contractors, Inc. in preparation for the renovation project.

Yes - 5 No - 0

C. Geo-Technical Consultant. On a motion made by Mrs. Jacobson and seconded by Mrs. Cole, the Board authorized Mr. Diamond, Mr. Smith and Mrs. Brenner to finalize and sign, subject to their approval, the contract for GeoDesign Incorporated, a geo-technical engineering service company in preparation for the renovation project.

Yes - 5

No - 0

D. Next Board Meeting date, Thursday, November 8, 2018.

XIII. SECOND PUBLIC HEARING.

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

XIV. ADJOURNMENT.

On a motion made by Mr. Diamond and seconded by Mrs. Cole, the meeting was adjourned at 9:55 p.m.

Respectfully submitted,

Edwin Smith
Secretary

Mary Anne Dobler
Clerk of the Board