

**MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY**  
**BOARD OF TRUSTEES SEPTEMBER 13, 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, Mrs. Jacobson, Mr. Cheung, Mrs. Cole, Mrs. Brenner, and Mrs. Dobler.

**II. MINUTES.**

A. On a motion made by Mr. Cheung and seconded by Mrs. Cole, the minutes of the August 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 were Mr. Jim Lothrop and Mr. Robert Gabalski from Lothrop Associates LLP Architects. Mr. Lothrop and Mr. Gabalski presented to the Board their proposal for Architectural, Interior Design and Engineering Services. They explained to the Board what the proposal included and broke down the phases of the renovation project. The Board thanked Mr. Lothrop and Mr. Gabalski for coming to the meeting.

**IV. DIRECTOR' S REPORT.**

Mrs. Brenner gave her report.

Interior Renovation. On Friday, 9/7, Mr. Diamond, Mr. Smith, Mrs. Jacobson and Mrs. Brenner met Dr. Hank Grishman and Mr. Victor Manuel at the Jericho School District Administration Office. The purpose of the meeting was to discuss the proposed library renovation project. Dr. Grishman and Mr. Manuel answered any questions the Board had regarding the procedure to follow and the time frame of the project.

Workplace Violence Prevention Workshop. On Wednesday, 8/29, staff members attended a Workplace Violence Prevention workshop as required by New York State law. A representative from National EAP lead an interactive program discussing workplace violence and how staff can diffuse various situations and the procedure to follow to report workplace violence incidents.

Rave Panic Button App. The Rave Panic Button app will soon be available to all Nassau County public libraries. This smartphone based emergency alert system will allow Library staff to instantly notify police of an active shooter situation.

The app allows emergency calls to bypass the 911 system and send the call directly to a terminal inside the police department's communication bureau. In libraries where internet-based camera systems are already installed the police will have the capability to enter the Library's system remotely and monitor activities inside.

**Security Cameras.** The new security camera system is scheduled for installation on 9/10 and 9/11. The wiring will be upgraded and the cameras will have 4k high definition. There will also be an additional three cameras securing the Meeting Room and Reference table area.

**Adobe Acrobat Professional.** We have installed Adobe Acrobat Professional software on all of our public computers. Patrons will now be able to create and edit their PDF documents.

**Library App.** The updated Library app has many new features including a shortcut to your digital Library card. The new app's icons are clearly labeled. After you update the app, you must set up your library card again due to security requirements from Apple and Google.

**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 community 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.

**Library Card Month.** September is library card sign-up month. To encourage Jericho residents to sign up for a library card on Thursday, 9/20, from 4:00 – 8:00 pm, we will have balloons and tattoos for JPL youngsters and gifts and snacks for all.

**NYS Construction Funds.** We are in receipt of \$4,488 in Public Library Construction Program funds money. Mrs. Brenner applied for this grant money in 2017 to help cover the cost of installing our automatic front doors.

**Summer Reading Clubs.** On Monday, 8/13, patrons who were enrolled in our Adult Summer Reading Club were treated to a delicious lunch and dessert. Lucky patrons won one of the many raffle giveaways available. Children enrolled in our various Children's Summer Reading Clubs enjoyed the fun filled finales held during August. The 436 children participating in Summer Reading Clubs read 4,864 books! Teens partaking in the exciting Summer Reading Club finale "Escape the Room" had a fun-filled evening.

1,000 Books. The Children's Room participated in the 1,000 Books Before Kindergarten program. Parents were encouraged to read to or have their children read 1,000 books before they enter kindergarten. The Lee family were featured in the Jericho Syosset News Journal for achieving this wonderful accomplishment.

Parking Lot Maintenance. On Saturday, 8/25, Advanced Pavement Group applied a sealcoat asphalt to our parking lots. Re-striping of the parking lots was completed on Monday, 8/27. The parking surfaces are now protected against inclement weather.

Direct Access. Payment for 2016 "Plus Use" Direct Access Statistics has been received from NLS. Plus, use is determined by the number of items we interloan to other libraries vs. items that we borrow.

Local History Display Case. The Local History Display Case will highlight maps, photos and writings of residents and places in Old Jericho.

Carpet Cleaning. On Saturday, 9/1, the Library carpets were professionally cleaned. Carpet cleaning is performed periodically during the year to maintain a sanitary environment for patrons and staff.

**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 - 2 for \$120,666.69 - moved by Mr. Cheung and seconded by Mrs. Jacobson.

Yes - 5

No - 0

B. #2018 - 2A for \$973.47 - moved by Mr. Cheung and seconded by Mrs. Jacobson.

Yes - 5 No - 0

C. #2018 - 2B for \$260,620.03 - moved by Mr. Cheung and seconded Mrs. Jacobson.

Yes - 5 No - 0

D. #2018-2G for \$23,095.00 - moved by Mr. Cheung and seconded by Mrs. Jacobson.

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 9:10 p.m.

Yes - 5 No - 0

The Board resumed regular session at 9:50 p.m.

**XI. PERSONNEL.**

A. On a motion made by Mrs. Jacobson and seconded by Mrs. Cole, the Board approved the appointment of Antonia DeLuca Typist/Clerk P/T, at \$14.86 per hour, effective 9/14/2018.

Yes - 5 No - 0

**XII. NEW BUSINESS.**

A. Security Cameras. On a motion made by Mr. Cheung and seconded by Mrs. Cole, the Board approved the payment for the security cameras from the Capital Project Fund Account.

Yes - 5

No - 0

B. On a motion made by Mrs. Jacobson and seconded by Mrs. Cole, the Board approved to increase the Petty Cash fund to \$250.00.

Yes - 5

No - 0

C. Next Board Meeting date is Tuesday, October 9, 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