

**MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY**  
**BOARD OF TRUSTEES SEPTEMBER 10, 2019**

**I. CALL TO ORDER.**

Mrs. Jacobson called the meeting to order at 7:08 P.M. in the Meeting Room. Present were: Mrs. Jacobson, Mrs. Cole, Mr. Cheung, Mr. Wassel, Mrs. Dolowich, Mrs. Brenner, Mrs. Dobler and Mr. Truncale (Counsel).

**II. MINUTES.**

A. On a motion made by Mr. Wassel and seconded by Mr. Cheung, the Minutes of the August 12, 2019, 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 Mrs. Joan Bernstein. Mrs. Bernstein expressed her concern about adults without children in the Children's Room. Mrs. Brenner assured her that we are addressing this issue. Mrs. Jacobson thanked her for coming.

**IV. DIRECTOR' S REPORT.**

Mrs. Brenner gave her report.

Window & Theater Chair Replacement. Mrs. Brenner has contact two additional architectural firms for estimates for drawings and plans for window and chair replacement.

Staff Training. Employee training on ways to handle difficult patrons and stay safe is scheduled for Wednesday, 9/25, from 5:30-8:00 p.m.

Library Card Sign-Up Month. County Executive Laura Curran held a press conference for National Library Card Sign-Up Month on Wednesday, 9/4. As part of this announcement Jericho Public Library was featured on CBS evening news. Mrs. Brenner received a phone call from Steve Overmyer, reporter from CBS News, asking permission to film our children's STEAM program being held that morning. Parents were thrilled to be part of this newsworthy activity. Barbara Barrett, Head of Children's Services, was interviewed and did a fantastic job. The segment can be viewed at: <https://newyork.cbslocal.com/2019/09/04/jericho-public-library-national-library-card-sign-up-month/>.

Children's Room Policy. Mrs. Brenner is recommending that the Library's Policy for Unattended Children include verbiage regarding patrons permitted in the Children's Room.

Summer Reading Clubs. On Friday, 8/23, patrons who were enrolled in our Adult Summer Reading Club were treated to a delicious lunch and dessert. Adult patrons received a booklet highlighting some of the books that were read by their contemporaries. 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 406 children participating in Summer Reading Clubs read 5,998 books! Teens partaking in the exciting Summer Reading finale had an entertaining evening of chocolate trivia and tasting.

Nassau Library Tour. Nassau Library System initiated the first ever Nassau Library Tour. Participants visited as many Nassau public libraries as they could from 7/1 – 8/30. Patrons signed a Library guest book, explored nearby attractions, restaurants, and parks and searched for a unique scavenger item at each library. We had over 450 visitors as a result of this adventurous, delightful program!

Children's Program Registration. Children's programs are our most popular programs and fill up quickly. There is an ongoing problem with parents registering children and then not attending or cancelling at the last minute. Beginning 9/1, children who do not attend or cancel less than 48 hours in advance two times will be withdrawn from the next program for which they are registered. Parents will also not be able to register their child for the next newsletter's programs. When parents register online there will be a notice of the new registration rules on each registration page; parents who register in person will be given a paper copy.

Ransomware/Hack Attacks. Several statewide school districts have been victims of ransomware viruses. A ransomware virus hacks encrypted files on the server's system until payment is made to unlock the information. In an abundance of caution our Technology Department first backs up files to our five servers and then our servers are backed up directly to the cloud. In the event of a ransomware virus the Technology Department will be able to restore data from the cloud. As a preventative measure a memo was distributed to all staff members instructing them not to open a link from an unknown source. I also spoke with our insurance agent who confirmed that we have liability coverage for network security and data incident. When I reviewed the endorsement I questioned Kevin Regan about the Cyber Extortion Coverage. Kevin has added Cyber Extortion Coverage.

Vudu/Roku Interruption. Some patrons are receiving a message while viewing movies on VUDU that they are being "bumped" if another user starts the same movie. The Library has several Roku devices registered under one account, which

is allowed under our agreement. However, the movie studios and VUDU do not allow any one account to stream the same movie simultaneously across multiple devices. To add to the confusion, VUDU does not give preference to the first person viewing the movie.

Direct Access. Payment for 2017 “Plus Use” Direct Access Statistics for 2017 has been received from NLS. Plus Use is determined by the number of items we interloan to other libraries vs. items that we borrow. When a library interloans more items than it borrows the result is a “Plus Use” payment check. The amount of the check we received is \$3,052.29, an increase of approximately \$420 from last year.

School Supplies Drive. Assembly Member Lavine is sponsoring a “Backpack and Supplies Drive” for local children in need. I was happy to participate in this worthy cause by placing a donation box in the lobby.

Local History Display Case. The theme of the September/October Local History Display Case is “The Vanderbilt Cup Races through Jericho from 1904 to 1910”. An automobile race on American roads was William K. Vanderbilt’s answer to get the public’s interest in cars as a replacement for the horse and buggy. Jericho was the headquarters for the *Locomotive*, the most famous American racecar and winner of the 1908 race.

**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 - 2 for \$77,357.27 - moved by Mrs. Dolowich and seconded by Mrs. Cole.

Yes - 5

No - 0

B. #2019 - 2A for \$1,192.36 - moved by Mrs. Dolowich and seconded by Mrs. Cole.

Yes - 5 No - 0

C. #2019 - 2B for \$255,663.34 - moved by Mrs. Dolowich and seconded by Mrs. Cole.

Yes - 5 No - 0

**VIII. COMMITTEE REPORTS**

N/A.

**IX. UNFINISHED BUSINESS.**

- A. Windows Replacement. Tabled.
- B. Theater Chairs Replacement. Tabled.
- C. Children Programs Registration Policy. On a motion made by Mrs. Cole and seconded by Mr. Cheung, the Board approved the amended Children's Programs Registration Policy.

Yes - 5 No - 0

**X. EXECUTIVE SESSION.**

On a motion made by Mr. Wassel and seconded by Mr. Cheung, the Board entered into Executive session at 7:47 p.m.

Yes - 5 No - 0

The Board resumed regular session at 8:00 p.m.

**XI. PERSONNEL.**

- A. Termination of Lauren Steinberger, Page P/T, effective September 24, 2019.
- B. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board approved the appointment of Devosmita Debnath, Page P/T, effective September 24, 2019, at a rate of \$11.00 per hour.

Yes - 5

No - 0

- C. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board approved the appointment of Frances Medina, Account Clerk F/T, effective September 27, 2019,

Yes - 5

No - 0

**XII. NEW BUSINESS.**

- A. Children's Room Policy Revision. On a motion made by Mrs. Cole and seconded by Mr. Cheung, the Board approved the Children's Room Policy revision.

Yes - 5

No - 0

- B. Next Board Meeting date Tuesday, October 15, 2019, in the Meeting Room at 7:00 p.m.

**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 8:05 p.m.

Respectfully submitted  
Tom Wassel  
Secretary

Mary Anne Dobler  
Clerk of the Board