

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY
BOARD OF TRUSTEES NOVEMBER 16, 2017

I. CALL TO ORDER.

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

Mr. Cheung was absent with prior notice.

II. MINUTES.

A. On a motion made by Mrs. Jacobson and seconded by Mrs. Cole, the minutes of the October 10, 2017, 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.

Present at this meeting was Mr. and Mrs. James Richardson. Mr. Richardson is a librarian at the Huntington Library and is in a Library Administration Program. He came to observe the meeting.

Also at this meeting were Mr. James Lothrop and his colleagues from Lothrop Associates LLP Architects.

IV. LOTHROP ASSOCIATES LLP ARCHITECTS.

Mr. Diamond introduced Mr. James Lothrop of Lothrop Associates. Lothrop Associates submitted a Letter of Agreement for Schematic Designs for our interior renovation. Mr. Lothrop spoke to the Board about the way his company does business with their clients. He explained that they speak with the staff of the library and listen to understand what the needs/wants are. Plans are designed that accomplish these goals while recognizing the flexibility for the future needs of the library. Mr. Diamond thanked Mr. Lothrop for his time and said that he looked forward to moving ahead with this project.

V. DIRECTOR'S REPORT.

Mrs. Brenner gave her report.

Policy Regarding Revocation of Borrowing Privileges. Mrs. Brenner explained to the Board that the Policy Regarding Revocation of Borrowing Privileges is a schedule of fines for overdue items to induce the timely return of library materials. Mrs. Brenner recommended keeping the policies as two separate entities as they address two distinct and separate issues.

Book Sale. This year's Book Sale was a huge success. Community members enjoyed browsing through the various items offered for sale as well as assistance with eBooks, smart devices, etc.

NYS Paid Family Leave. New York State Paid Family Leave program provides wage replacement to employees to help them bond with a child, care for a close relative with a serious health condition, or help relieve family pressures when someone is called to active military service. Information on this program continues to trickle in. Mrs. Brenner recommended that the Board "opt out" of the program and take a "wait and see" approach until next calendar year. Hopefully then there will be significant information to make an enlightened decision.

Teen Area. Staff has begun moving shelving and shifting books in the new Teen Area behind the Reference Desk. The target date for the new Teen Area is the week after Thanksgiving. This quick and inexpensive solution will remove teens to an out-of-the-way space thereby alleviating the disruption of our adult patrons by energetic teens.

OPAC Station. The OPAC (catalog) station in the Reference Area has been dismantled and the monitors moved to the end of the shelving units. This has created an open area in front of the Reference Desk for much needed additional tables and seating.

Budget 2018/2019. The budget process for fiscal year 2018/2019 has begun. Letters were mailed to Library vendors inquiring if they anticipate and increase/decrease in the pricing of cost or services provided to the Library.

Student Art Show. In November, an art exhibit from talented youngsters of Jericho Elementary School students is on display in the Meeting Room. This is a coordinated effort between the Library staff and the Jericho Elementary Schools.

Meeting Room/Study Hall. On Friday, 11/24, Saturday, 11/25 and Sunday, 11/26, the Meeting Room will transform into a Study Room for students to study individually or in a group while home on break.

Holiday Food Drive. This year the Jericho Public Library has partnered with Island Harvest to collect "food and more" for the holidays during November and

December. A collection box is conveniently located in the Circulation Area of the Library. We collected over 480 pounds of food and supplies for people effected by the damaging hurricanes in Florida, Texas and Puerto Rico.

Local History Display Case. The Local History Display theme for November/December is “Digging Up Jericho’s Family Trees and How to Dig Up Your Own”. On display will be information on local cemeteries and sources for doing your own genealogical research.

Disaster Recovery Plan. As recommended by our auditor, Jill Sanders of Cullen & Danowski, there is now more detailed information regarding our networking equipment and designation of duties. Also, there is now a summary page to quickly reference executing the plan during an emergency situation.

WI-FI. Our Wi-Fi connection was down on Thursday, 11/2. Carlos temporarily repaired the problem until Cablevision technicians could be assigned to assess the situation. Monday, 11/6, Cablevision repairmen replaced the Wi-Fi modem.

SAM Grant. The application for a State and Municipal Facilities Program grant (SAM) to replace two aging HVAC units and install an automatic temperature control system for our 7 HVAC units has been approved. We have scheduled the work at the end of November before the cold weather begins.

NYS Construction Aid. We have been approved for 50% of the cost of our exterior automatic doors. The doors have been ordered and as soon as they arrive, we will schedule their installation.

Jericho Wellness Coalition. On Thursday, 11/9, Mrs. Brenner attended the Jericho Wellness Coalition meeting at the high school. The mission of this focus group is “balancing academics and social learning” and is attended by school and community leaders. One of the topics discussed was a vaping presentation by LICADD (Long Island Council on Alcoholism and Drug Dependence). The presenter discussed how drug addiction progresses from smoking and alcohol to stronger drugs. Vaping, the act of inhaling vapor from e-liquid through a personal vaporizer, has become popular with teens. People can substitute marijuana oil for nicotine into a vaporizer, which is designed to resemble a “flash drive”. Because there is no smoke or smell, teens can easily disguise their drug use. Mrs. Brenner will inform staff to be aware of this situation.

Self-Checkout Units. Mrs. Brenner told the Board that the current self-checkout units are at the end of their useful life. The units are breaking down on a regular basis; patrons are complaining about being inconvenienced.

C. #2017 - 4B for \$250,420.28 - moved by Mrs. Jacobson and seconded Mr. Smith.

Yes - 4 No - 0

D. #2017 - 4C for \$98,700.00 - moved by Mrs. Jacobson and seconded by Mr. Smith.

Yes - 4 No - 0

IX. COMMITTEE REPORTS.

N/A.

X. UNFINISHED BUSINESS.

A. Revocation of Borrowing Privileges Policy. On a motion made by Mr. Smith and seconded by Mrs. Jacobson, the Board approved the Revocation of Borrowing Privileges Policy as amended.

Yes - 4 No - 0

B. Letter of Agreement for Schematic Designs. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the Board approved the engagement of Lothrop Associates LLP Architects and their Letter of Agreement for Schematic Designs.

Yes - 4 No - 0

C. Paid Family Leave. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the Board approved to opt out of the Paid Family Leave program for 2018 and take a “wait and see” approach for next year.

Yes - 4 No - 0

XI. EXECUTIVE SESSION.

N/A.

XII. PERSONNEL.

- A. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the Board approved the appointment of Theo Bobetski-Hafkin, Page P/T, at a salary of \$13.00 an hour, effective 11/7/17.

Yes - 4 No - 0

- B. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the Board approved the appointment of Sandra Baron, Clerk P/T, at a salary of \$14.86 an hour, effective 12/6/17.

Yes - 4 No - 0

- C. On a motion made by Mr. Diamond and seconded by Mrs. Jacobson, the Board approved the appointment of Dana Kleinberg, Clerk P/T, at a salary of \$14.86 an hour, effective 12/6/17.

Yes - 4 No - 0

XIII. NEW BUSINESS.

- A. Disaster Recovery Plan Revision. On a motion made by Mrs. Jacobson and seconded by Mr. Diamond, the Board approved the revisions to the Disaster Recovery Plan.

Yes - 4 No - 0

- B. Internet /Computer Policy Revision. On a motion made by Mrs. Jacobson and seconded by Mr. Diamond, the Board approved the revisions to the Internet/ Computer Policy.

Yes - 4 No - 0

- C. HVAC Project and Automatic Doors monies out of Reserve. On a motion made by Mrs. Jacobson and seconded by Mr. Diamond, the Board approved the allocation of monies out of Reserve Account; not more than \$75,000 to replace the obsolete HVAC's, not more than \$25,000 to replace the automatic doors to make them handicap accessible and not more than \$35,000 to replace the worn out self-checkout units.

Yes - 4 No - 0

D. Records Management Officer. On a motion made by Mrs. Jacobson and seconded by Mr. Smith, the Board approved the appointment of Christina Brenner as Records Management Officer.

Yes - 4 No - 0

E. Self-Checkout Units. On a motion made by Mrs. Jacobson and seconded by Mr. Diamond, the Board approved the purchase of three new self-checkout units.

Yes - 4 No - 0

F. Library Delayed Opening. On a motion made by Mr. Diamond and seconded by Mr. Smith, the Board approved that the Library open late on Wednesday, November 29, 2017, due to the installation of the HVAC equipment.

Yes - 4 No - 0

G. Nest Board Meeting date, Monday, December 11, 2017.

XIV. SECOND PUBLIC HEARING.

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

XV. ADJOURNMENT.

On a motion made by Mr. Jacobson and seconded by Mr. Smith, the meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Edwin Smith
Secretary

Mary Anne Dobler
Clerk of the Board