

**MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY**  
**BOARD OF TRUSTEES AUGUST 10, 2021**

**I. CALL TO ORDER.**

Mrs. Jacobson called the meeting to order at 7:22 PM. Present were: Mrs. Jacobson, Mrs. Cole, Mr. Cheung, Mrs. Dolowich, Mrs. Cinquemani and Mrs. Medina. Present via Zoom were Mrs. Ames and Mr. Jesse Ames. Mr. Kevin Regan, from Regan Agency Inc. Insurance, joined via conference call at 7:26 PM. Mr. Truncale (Counsel) joined the meeting at 8:30 PM.

**II. MINUTES.**

A. July 12, 2021. Tabled due to revisions.

**III. PUBLIC HEARING.**

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

**IV. DIRECTOR' S REPORT.**

Mrs. Cinquemani gave her report.

Postcards. In past years, Trustees have requested that a postcard reminder be mailed to their homes prior to each Board Meeting. Mrs. Cinquemani is currently sending a monthly reminder via email which the current Trustees deemed sufficient.

Training. Three staff members are attending a series of Nassau Library System (NLS) trainings to utilize the Gale Analytics product that the Library is receiving free of charge. This product will add value to existing data and allow the Library to allocate funding and resources more effectively to provide the best services to Jericho patrons.

Auditors. Accountants from Cullen & Danowski, LLP will be in the Administration office for the financial audit of fiscal year 2020-2021. Once the financial report is complete they will meet with the Board of Trustees to present their findings.

New York State 2020 Annual Report. Nassau Library System (NLS) notified the Library that the 2020 annual report has been reviewed and approved by New York State. Each year information is submitted regarding funding, collections, programs, policies, services, accessibility, circulation, reference transactions, technology, staff, standards, officers and trustees, capital fund, grants, financial information and more, which is also reviewed by the Board of Trustees.

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**Minimum Standards.** The New York State Annual Report also requires information ensuring that the Library is meeting New York State Minimum Standards for Libraries. Mrs. Cinquemani is attending a series of Nassau Library System (NLS) webinars detailing the newly revised standards starting in 2022, which will have additional requirements.

**3D Printer Policy.** The policy has been updated. Library staff are pleased to be offering this service once again to the Jericho community.

**Local History Display.** The Local History Display case theme for July/August is “Gardens and Landscaping Over Time in Jericho”. Back in time, gardens were used to provide food, and flax for weaving, people planted orchards for fruit to eat and preserve for winter, and in the “Gilded Age” elaborate gardens and landscapes were created for beauty and as a sign of wealth and status.

**Visits In-House & Online.** 4486 people came into the Library, 4901 patrons accessed our Wi-Fi, and 7426 patrons visited the Library website.

**Programs & Community Engagement.** Library staff served 897 adults in 30 programs, 165 children in 22 programs and 145 teens in 13 programs.

**Summer Reading Sign-ups.** 262 children, 76 teens and 43 adults are currently signed up for Summer Reading.

**Book Buddies “Online”.** This program where Teens and Children read together each week currently has 57 buddies signed up and 78 sessions of reading for this month.

**Shark Week Scavenger Hunt.** This program was a great success. 280 patrons participated, and 42 new Jericho Library card applications were received in this week alone. It was the first scavenger hunt of its kind at the Library. Patrons explored various departments and collections, scanning QR codes to find book titles, and collecting prizes.

**Other Program Highlights.** The Children’s Room held a wonderful Storytime in the park where families and their children listened to stories and songs, made their own noisemakers, and held their own parade in the great outdoors. Jericho Teens were excited to learn how to tie-dye bandanas for the dogs at a local shelter for community service. Twenty-three Jericho patrons learned how to “Build Your Own Weather Station”. They picked up their kits at the Library and received instructions online.

**Museum Passes.** There were 222 museum pass reservations this month.

Windows/Doors and Theater Chair Replacement. The last Jericho Library renovation was in 1988. This project includes replacing leaky windows, doors, and also updating the Theater. Our legal counsel and BBS Architects have finalized the contract for Board approval. It will be important for the Board of Trustees to finalize the budget and scope of the project, as New York State is waiting on finalized paperwork for our SAM Grant which requires this information.

Meeting Room Open. The large Meeting Room on the first floor has been cleared of furniture, the carpet shampooed, and is open for patron use on a walk-in basis for the first time. The Library has several socially distanced tables available for patron collaboration or study. This currently serves as an overflow area when other tables are occupied, and allows for more social distancing.

COVID-19. The COVID numbers are increasing again due to the Delta variant. New CDC guidance recommends that vaccinated individuals also wear masks indoors in public in an area of substantial or high transmission. Mrs. Cinquemani recommended to review the current Library PPE policy.

**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. #2021 - 1 for \$125,589.64 - moved by Mrs. Dolowich and seconded by Mrs. Cole.

Yes - 4

No - 0

B. #2021 - 1A for \$221.96 - moved by Mrs. Dolowich and seconded by Mrs. Cole.

Yes - 4

No - 0

C. #2021 - 1B for \$290,545.37 - moved by Mrs. Dolowich and seconded by Mrs. Cole.

Yes - 4

No - 0

- D. #2021 – 1E for \$606,400.00 – moved by Mrs. Dolowich and seconded by Mrs. Cole.

**VIII. COMMITTEE REPORTS**

N/A.

**IX. REORGANIZATION.**

On a motion made by Mrs. Cole and seconded by Mrs. Dolowich, the Board approved of the following:

- A. Appointment of Assistant Treasurers.  
Gayle Dolowich Assistant Treasurer  
Denise Cole Assistant Treasurer

**X. UNFINISHED BUSINESS.**

- A. Windows/Doors & Theater Chairs Replacement. On a motion made by Mr. Cheung and seconded by Mrs. Cole, the Board authorized Mrs. Jacobson to execute the contract for professional services for BBS Architects on behalf of the Jericho Library.

Yes - 4    No – 0

- B. COVID-19 Delta Variant. The Board approved to require masks in the Library. Discussion regarding vaccinations and health and safety of staff will be conducted at the next Board meeting. On a motion made by Mrs. Cole and seconded by Mrs. Dolowich, the Board approved the revised Jericho Public Library Personal Protective Equipment (PPE) Policy.

Yes- 4    No- 0

**XI. EXECUTIVE SESSION.**

- A. On a motion made by Mr. Cheung and seconded by Mrs. Dolowich, the Board went into Executive session at 7:41 PM.

Yes- 4    No- 0

The Board resumed regular session at 8:02 PM.

- B. On a motion made by Mr. Cheung and seconded by Mrs. Dolowich, the Board went into Executive session at 9:26 PM.

