

**AMENDED MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC
LIBRARY BOARD OF TRUSTEES JULY 12, 2021**

I. CALL TO ORDER.

Mrs. Jacobson called the meeting to order at 7:21 PM in the meeting room. Present were: Mrs. Jacobson, Mrs. Cole, Mr. Cheung, Mrs. Dolowich, Mrs. Ames, Mrs. Cinquemani, Mrs. Medina and Mr. Truncala (Counsel) by phone.

II. OATH OF OFFICE.

Administration and notarization of office to Mrs. Jill Ames and Mr. Kwan Cheung. One copy of the notarized oath card will be sent to the County Clerk for filing and one copy is filed behind the minutes in the Official Minutes book.

III. MINUTES.

A. On a motion made by Mrs. Cole and seconded by Mrs. Dolowich, the minutes of the June 8, 2021, Board meeting were accepted as presented.

Yes - 5

No - 0

IV. PUBLIC HEARING.

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

V. DIRECTOR' S REPORT.

Mrs. Cinquemani gave her report.

Mrs. Cinquemani welcomed the newest Board Member, Jill Ames, to our Board of Trustees. Our election of officers is as follows: Gloria Jacobson (President), Denise Cole (1st Vice President), Gayle Dolowich (2nd Vice President), Kwan Cheung (Secretary), and Jill Ames (Finance Officer).

Open Meetings Law. The Governor announced that the state of emergency in New York ended on June 24, 2021. As of June 25, 2021, Open Meetings Law again requires all meetings to be held in person.

Insurance. At the August Board of Trustees meeting Mrs. Cinquemani has invited our insurance agent from Regan Agency Inc. to review our policy and answer any questions.

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Trustee Training. The Governor has signed a bill that mandates two hours of trustee training per year starting on January 2023. Mrs. Cinquemani will work with the Board to meet this requirement.

Building. On June 9, the controls for one of our HVAC units was not working in the periodical section. On June 24, there was a leak on the roof that was due to heavy rain. On June 30th there was a pipe leak in the staff lounge kitchen area. All issues were repaired and resolved.

Sam Grant. The preliminary paperwork has been completed and submitted to Senator Gaughran's office for our SAM Grant. This will be a \$50,000 reimbursable grant from New York State to be used towards our capital project. (Windows/Doors & Theater Chairs Replacement)

Window/Doors & Theater Chair Replacement. Under New Business we will review and discuss the contract from BBS Architects and determine next steps.

Five-Year Long-Range Plan. Mrs. Cinquemani has updated the Five-Year Long-Range Plan for the future needs of the Library.

Nassau Library System (NLS) Strategic Plan 2021-2024. The Jericho Library is a member library of the Nassau Library System. NLS has released their strategic plan outlining how they will help to support and strengthen Nassau libraries.

Nassau Library System (NLS) Resource Sharing Code 2022-2026. On June 22nd Mrs. Cinquemani attended the virtual information session for directors and trustees on the 2022-2026 Direct Access Plan/Resource Sharing Code. Per New York regulations, the Nassau Library System must maintain a Direct Access Plan and Resource Sharing Plan. The purpose of this plan, approved by library boards, is to establish equitable access for all patrons by delineating the requirements for the sharing of resources among the member libraries and considering related policy issues.

Gale Analytics. NLS will be covering the cost of this product, approximately an \$1800 savings for the Jericho Library. This powerful product will help us to deliver library services, marketing, and programs that align with the Jericho community. It uses Experian's Mosaic system to pull data into 71 unique profiles giving us facts, interests, and trends. This will add value to our existing data and allow us to allocate funding and resources more effectively to provide the best services to our Jericho patrons.

Programs & Community Engagement. A wide variety of educational and recreational programs for Children, Teens, and Adults are listed in the attached Jericho

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Library newsletter. 880 adults, 535 children, and 71 teens attended programs in June. (These numbers do not include the Summer Reading Kickoff Event.)

- Summer Reading Outreach- Jericho School District Elementary Schools- In June our Children's Librarians virtually promoted summer reading, and multiple presentations were conducted for students in grades K-6 at the Jackson, Cantiague, and Robert Seaman elementary schools. We streamed video presentations from our Theater to the schools via Zoom.
- Summer Reading Kickoff Event- On June 26th we presented our first ever outdoor "Summer Reading Kickoff Event for All Ages". There was a wonderful response to this event. Over 450 community members came to sign up for summer reading and receive tickets for ice cream. Families visited Prestino (and his rabbit Cappuccino!) who were on hand outside to make wonderful balloon animals for the kids. Teens could choose one of the latest popular reads on our Teen book cart. Jericho Library staff worked tirelessly to assist each patron. Many thanks to our Trustee, Mr. Cheung, for his support during this event.
- Book Buddies- This year we introduced a new 'virtual' Book Buddies program where young children and Teens read together through Zoom. The program is currently in progress with 55 book buddies and counting, as more children and Teens are requesting to participate in the program.
- Teen Community Service Page- Our Teen librarian and Technology Department have created a Teen Community Service page on our website. Teens can easily browse community service opportunities at both at the Jericho Library and other organizations.
- Upcoming: Shark Week QR Scavenger Hunt, July 12th-17th - Families that are JPL card holders will follow clues, collect prizes along the way, scan QR codes and record book titles at each station. Once completed families will hand in their activity sheet and receive their last prize, a shark beach towel. If patrons don't have a phone or smart device that has a QR reader we are happy to provide that for them.
- Upcoming: COVID-19 Vaccinations and Antibody Testing, July 29th – For our patrons' convenience the Heart & Health Medical Mobile Unit van will be here at the JPL. Patrons must make an appointment ahead of time.
- Upcoming: Build Your Own Weather Station, July 31st – For the whole family. Patrons can sign up for this virtual program and learn how to build

IX. COMMITTEE REPORTS

N/A.

X. REORGANIZATION.

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

A. Election of Officers:

Gloria Jacobson	President
Denise Cole	1 st Vice President
Gayle Dolowich	2 nd Vice President
Kwan Cheung	Secretary
Jill Ames	Finance Officer

B. Adoption of By-Laws and Library Policies.

C. Adoption of Personnel Policy.

D. Adoption of Budget and Salary Schedule.

E. Appointment of Committees.

F. Appointment of Treasurer and Assistant Treasurers.

Jackie Rubin	Treasurer
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G. Designation of Attorney. (Spellman, Polizzi, Truncate & Trentacoste, LLP).

H. Designation of Auditor. (Cullen & Danowski LLP).

I. Designation of Banks. Dime, HSBC, First National Bank of Long Island and TD Bank (checking, savings, investment).

J. Designation of Insurance Agency. (Regan Agency).

K. Designation of Official Newspapers. (Newsday and Jericho Syosset News Journal).

L. Designation of the Clerk of the Board to make investments and wire transfers of funds. (Fran Medina).

M. Designation of Omni Preferred Providers as the investment companies for the Library employees' Tax Shelter Annuity funds.

N. Designation of New York State Tax Deferred Compensation Plan as the investment company for the Library employees' 457 Plan funds.

XI. UNFINISHED BUSINESS.

A. Windows/Doors & Theater Chairs Replacement.

- B. Board Meeting Dates. On a motion made by Mr. Cheung and seconded by Mrs. Cole, the Board approved the Board Meeting dates for the 2021-2022 fiscal year.

XII. EXECUTIVE SESSION.

N/A

XIII. PERSONNEL.

N/A

XIV. NEW BUSINESS.

- A. Five-Year Long-Range Plan. On a motion made by Mrs. Cole and seconded Mrs. Dolowich, the Board approved the Five-Year Long-Range Plan.

Yes - 5

No – 0

- B. Personal Protective Equipment (PPE) Policy. On a motion made by Mr. Cheung and seconded by Mrs. Dolowich, the Board approved the revised PPE policy.

Yes - 5

No – 0

- C. Board Meeting dates for fiscal year 2021/2022.

Monday, July 12, 2021

Tuesday, January 11, 2022

Tuesday, August 10, 2021

Tuesday, February 15, 2022

Tuesday, September 14, 2021

Tuesday, March 15, 2022

Tuesday, October 12, 2021

Tuesday, April 12, 2022

Tuesday, November 9, 2021

Tuesday, May 10, 2022

Tuesday, December 14, 2021

Tuesday, June 14, 2022

- D. Bank Signature Cards. Tabled.

- E. Budget Line Transfers. On a motion made by Mrs. Cole and seconded by Mr. Cheung, the Board approved the Budget Line Transfers.

Yes - 5

No - 0

- F. BBS Architects Contract. Tabled.

- G. NLS Strategic Plan 2021-2024.

- H. NLS Direct Access Plan/Resource Sharing Code 2022-2026.

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- I. Next Board Meeting date is Tuesday, August 10, 2021, at 7:00 P.M. in the Theater.

XV. SECOND PUBLIC HEARING.

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

XVI. ADJOURNMENT.

On a motion made by Mrs. Dolowich and seconded by Mrs. Ames, the meeting was adjourned at 9:02 PM.

Respectfully submitted,

Gloria Jacobson
President

Fran Medina
Clerk of the Board