

**MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY**  
**BOARD OF TRUSTEES JUNE 8, 2021**

**I. CALL TO ORDER.**

Mrs. Jacobson called the meeting to order at 7:15 P.M. in the theater. Present were: Mrs. Jacobson, Mrs. Cole, Mr. Cheung, Mrs. Dolowich, Mrs. Cinquemani, Mrs. Medina and Mr. Truncale (Counsel) by phone.

**II. MINUTES.**

A. On a motion made by Mr. Cheung and seconded by Mrs. Dolowich, the minutes of the May 10, 2021, 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.

**IV. DIRECTOR' S REPORT.**

Mrs. Cinquemani gave her report.

Budget Vote/Trustee Election. The Library Board passed a resolution on March 10, 2021 adopting the same budget and tax levy as the 2020/2021 budget. Therefore, there was no need for a public vote on our 2021/2022. On Tuesday, May 18<sup>th</sup>, the Jericho Community elected candidate Jill Ames as our new Library Trustee with 1187 votes. Welcome and congratulations Jill!

Fire Drill. On May 19<sup>th</sup> Jericho Library staff participated in a fire/lockdown drill and training.

Programs/Outreach. Please see the newsletter of our latest offerings for May and June. In May we served 547 children, 34 teens, and 730 adult patrons at our virtual programs. On May 16<sup>th</sup> we streamed our first live concert from the Theater. Our in-person Summer Reading Kickoff for all ages will be on Saturday, June 26<sup>th</sup>, from 1-3 PM. This month our Children's Room librarians have been busy with virtual outreach programs at the Jericho Schools. They conducted engaging story times for Kindergarten and grades 1 & 2, and hosted the May 10<sup>th</sup> Jerry Craft author presentation for grades 5 & 6.

Carpet Cleaning. The carpets in the building were professionally cleaned as a safety precaution for staff and patrons. The anti-slip safety tape on the stairs was replaced with new tape.

Patron Point. We are implementing a new marketing automation platform for libraries called Patron Point. This product connects with our ILS data platform and allows us to send branded, personalized HTML-based notifications to segments of our patron population. This can be used not only for hold notifications but to promote library events, communicate important library information, and share links to our website and social media.

Parking Lot. On May 13<sup>th</sup> a sinkhole above one of the drywells was found by our custodians in the back-parking lot. The affected parking spots were immediately blocked off and the sinkhole was repaired.

Elevator. A damaged close door button was replaced on March 25<sup>th</sup>, and we needed to replace the same button again this month. The original plastic buttons used in our elevator are now obsolete and replacements are difficult to obtain. The elevator was installed in 1988 during the original renovation. We may want to update the panel and install metal buttons if there is a continued issue.

Covid-19. Per the Board's request each month, we will re-evaluate the JPL quarantine period for returned items; we are currently at 24 hours. As of May there are revised New York State guidelines regarding masks. Mrs. Cinquemani presented the Board with the updated guidelines.

Windows/Doors & Theater Chair Replacement. The last Jericho Library renovation was in 1988. Leaky windows and doors need to be replaced and our Theater also needs updating. Mrs. Cinquemani presented the Board with a summary and proposals for architectural services from Lothrop Associates, BBS Architects, and Smith & Pucillo Architects for their review.

**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 - 11 for \$77,698.10 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 4

No - 0

- B. #2021 - 11A for \$462.55 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 4

No - 0

- C. #2021 - 11B for \$261,894.26 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 4

No - 0

**VIII. COMMITTEE REPORTS**

N/A.

**IX. UNFINISHED BUSINESS.**

- A. Theater Chairs Replacement.  
B. Window Replacement.  
C. Architect Selection

**X. EXECUTIVE SESSION.**

- A. On a motion made by Mr. Cheung and seconded by Mrs. Jacobson the Board went into executive session at 8:43 P.M.

Yes - 4

No - 0

The Board resumed regular session at 9:07 P.M.

**XI. PERSONNEL.**

- A. On a motion made by Mr. Cheung and seconded by Mrs. Cole, the Board approved the appointment of Michele Marra, Clerk P/T, at \$15.86 per hour, effective 7/1/2021.

Yes - 4

No - 0

- B. On a motion made by Mr. Cheung and seconded by Mrs. Cole, the Board approved the appointment of Felicia Williamson, Clerk P/T, at \$15.86 per hour, effective 7/1/2021.

Yes - 4

No - 0

- C. On a motion made by Mr. Cheung and seconded by Mrs. Cole, the Board approved the appointment of Robert Cole, Cleaner P/T, at \$18.00 per hour, effective 7/1/2021.

Yes - 4

No - 0

- D. On a motion made by Mr. Cheung and seconded by Mrs. Cole, the Board approved the appointment of a new Page P/T position, at \$15.00 per hour, effective 7/1/2021.

Yes - 4

No - 0

- E. On a motion made by Mr. Cheung and seconded by Mrs. Dolowich, due to an increase in responsibilities, the Board approved an increase in salary of \$7,000.00 to Frances Medina, Account Clerk, F/T, effective 6/25/2021.

Yes - 4

No - 0

- F. On a motion made by Mr. Cheung and seconded by Mrs. Dolowich, due to an increase in responsibilities, the Board approved an increase in salary of \$5,000.00 to Barbara Miller, Clerk, F/T, effective 6/25/2021.

**XII. NEW BUSINESS.**

- A. Architect Selection. On a motion made by Mrs. Dolowich and seconded Mrs. Cole the Board approved BBS as the Architects.

Yes - 4

No - 0

B. Rescind Tax Cap. On a motion made by Mr. Cheung and seconded by Mrs. Cole, the Board agreed to repeal the resolution to the tax cap dated February 9, 2021.

Yes - 4

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. Next Board Meeting date Monday, July 12, 2021.

**XIII. SECOND PUBLIC HEARING.**

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

**IVX. ADJOURNMENT.**

On a motion made by Mr. Cheung and seconded by Mrs. Jacobson, the meeting was adjourned at 9:12 P.M.

Respectfully submitted,

Gloria Jacobson  
President

Fran Medina  
Clerk of the Board