

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

**I. CALL TO ORDER.**

Mrs. Jacobson called the meeting to order at 7:05 P.M. via Zoom. Present were: Mrs. Jacobson, Mrs. Cole, Mr. Cheung, Mrs. Cinquemani, Mrs. Dobler, Mrs. Medina and Mr. Truncale (Counsel) by phone.

Mrs. Dolowich arrived late with prior notice.

**II. MINUTES.**

A. On a motion made by Mr. Cheung and seconded by Mrs. Dolowich, the amended minutes of the March 9, 2021, Board meeting were accepted as presented.

Yes - 4

No - 0

B. On a motion made by Mr. Cheung and seconded by Mrs. Dolowich, the minutes of the April 13, 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.

Present at this meeting was Mr. Will Recce of SCC Construction Management Group. He answered questions from the Board regarding the windows/doors and theater chair replacement project and the proposed construction agreement.

**IV. DIRECTOR' S REPORT.**

Mrs. Cinquemani gave her report.

Budget Vote. Mrs. Cinquemani reminded the Board of the Jericho School District budget vote May 18 from 6:00 am to 9:00 pm in the Middle/High School Gymnasium. Jericho residents will have the opportunity to vote for Library Trustee candidate Jill Ames.

Window & Theater Chair Replacement. The last Jericho Public 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 additional information regarding the scope of the project. Will Recce was at this meeting to answer any questions the Board might have.

May 10, 2021

**Electric/USB Outlets.** Electric and USB outlets were installed outside under the overhang at the rear of the building. Patrons are now able to sit and work or study outside, access the library's Wifi and easily charge their devices.

**Social Media.** TikTok (jerichopubliclibrary) has been added to our social media presence. Staff are creating TikTok videos promoting Jericho Library offerings and sharing those videos across other platforms like Facebook and Instagram.

**Programs/Outreach.** The Children's Room staff provided outreach to Jackson Elementary School by conducting virtual storytimes for children in grades 1, 2 and kindergarten.

Staff collaboratively ran a successful "Family Take and Make Gardening Kit" pop-up program. They did a teaser campaign via social media, displayed the kits at the Circulation desk as well as books on gardening, seeds and nature. All 48 kits were gone within 2 days and our Jericho patrons were very excited to receive them and tell their friends about the program.

Jericho Library staff are currently planning safe outdoor pop-up programs to offer patrons during the warmer months. Town of Oyster Bay Commissioner, Joseph G. Pinto (Parks Department) was contacted and we are able to work on a case by case basis should we wish to provide a small program at the park next door.

The Summer Reading Kick-off for everyone will be held safely outdoors in the front of the Jericho Library on June 26. Jericho Library cardholders can sign up for Summer Reading and get an individually wrapped ice cream treat and/or balloon animals for the kids.

**Acorn TV.** Acorn TV is discontinuing their popular streaming service to libraries. May 14 is the last day to collect a 7-day guest pass. We are notifying the patrons using this service and offering to purchase Acorn series on DVD if available. Requests can be made at the Reference Desk. We will resubscribe to this service should it become available again in the future.

**Minimum Standard Open Hours.** The New York State Library's expectation is that all 756 public libraries will once again be open to the public for the required minimum hours by June 1, 2021. The Jericho Library has been compliant and the building open for regular hours since July 6, 2020.

**Returned Items.** Per the Board's request each month we will re-evaluate the JPL quarantine period for returned items. We are currently at 72 hours. Nassau libraries differ in policy and range from 0 – 96 hours. New York Public Library, Queens and Brooklyn Library Systems are currently at 24 hours.



**IX. UNFINISHED BUSINESS.**

- A. Window and Theater Chairs Replacement. Mrs. Cinquemani presented the Board with additional information regarding the proposed project.

**X. EXECUTIVE SESSION.**

N/A.

**XI. PERSONNEL.**

- A. The Board accepted the resignation of Maureen McCalley, Typist/Clerk P/T, effective 5/27/2020.
- B. The Board accepted the resignation of Mary Anne Dobler, Senior Account Clerk F/T, effective 6/24/20020.

**XII. NEW BUSINESS.**

- A. The Board accepted the resignation of Thomas Wassel, Library Board Trustee.
- B. On a motion made by Mrs. Dolowich and seconded by Mrs. Cole, the Board approved the Construction Management Services Contract by and between the Jericho Public Library and SCC Construction Management Group and to authorize Board President, Gloria Jacobson, to execute same on behalf of the Library.

Yes - 4

No - 0

- C. On a motion made by Mrs. Dolowich and seconded by Mrs. Cole, the Board agreed to eliminate library closures during extra cleaning times (due to COVID 19).

Yes - 4

No - 0

- D. On a motion made by Mrs. Cole and seconded by Mrs. Dolowich, the Board agreed to reduce the quarantine of returned items to a 24-hour period.

Yes - 4

No - 0

- E. The next Board meeting date is June 8, 2021.

**XIII. SECOND PUBLIC HEARING.**

May 10, 2021

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. Dolowich, the meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Gloria Jacobson  
President of the Board of Trustees

Mary Anne Dobler  
Clerk of the Board

May 10, 2021

**I. CALL TO ORDER.**

Mrs. Jacobson called the meeting to order at 8:18 p.m.

**II. NEW BUSINESS.**

On a motion made by Mrs. Cole and seconded by Mr. Cheung, the Board agreed close the Library on Monday, July 5, 2021, for the Independence Day federal holiday.

Yes - 4

No - 0

**III. ADJOURNMENT.**

On a motion made by Mrs. Cole and seconded by Mr. Cheung, the meeting was adjourned at 8:22 p.m.

Respectively submitted,

Gloria Jacobson  
President of the Board of Trustees

Mary Anne Dobler  
Clerk of the Board