

**AMENDED MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC  
LIBRARY BOARD OF TRUSTEES OCTOBER 13, 2021**

**CALL TO ORDER**

Ms. Jacobson called the meeting to order at 7:07 PM via Zoom.  
Present were: Ms. Jacobson, Ms. Cole, Ms. Dolowich, Mr. Cheung, Ms. Ames,  
Ms. Cinquemani, Ms. Medina and Counsel, Mr. Ben Truncala. Also present was:  
Mr. Carlos Munozospina, Head of the Jericho Public Library Technology  
Department.

**MINUTES**

- A. On a motion made by Mr. Cheung and seconded by Ms. Cole, the Board  
approved the minutes of September 14, 2021.

Yes - 4

No - 0

**PUBLIC HEARING**

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

**DIRECTOR' S REPORT**

Ms. Cinquemani gave her report.

Nassau Virtual Legislative Breakfast. On September 24<sup>th</sup> Ms. Cinquemani attend-  
ed the Virtual Legislative Breakfast hosted by LILRC (Long Island Library  
Resources Council) and NLS (Nassau Library System). This was an opportunity  
for Library trustees and staff to speak with state senators and assembly members  
to advocate for increased state funding for libraries. During the COVID-19 pan-  
demic libraries have been the gateway to digital information and a place for  
patrons to access reliable WIFI, find comfortable workspaces, and utilize office  
equipment like scanners and copiers. State library aid has decreased in past years  
and the direct state aid this last year provided only 28 cents per capita in funding.  
Additional aid allows us to subsidize the tax dollars of Jericho residents, and to  
support and improve the lives of Jericho residents of all ages, abilities and eco-  
nomic status.

Training. Rebekkah Smith Aldrich and Jerry Nichols, authors of the 'Handbook  
for Library Trustees of New York State' will be hosting a Trustee Handbook  
Book Club three-part series for library trustees in NYS.

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From October to December, trustees will be encouraged to read a chapter of the Trustee Handbook and send in questions that will be addressed at live events on October 19, November 16, and December 14. The chapters to be discussed are Duties & Responsibilities, Library Board Meetings, and Personnel. The series will be recorded for trustees unable to participate live. NLS has sent an email to library trustees.

NLS Direct Access Charges. NLS (the Nassau Library System) is asking Member Library Boards to vote by October 19 to continue or discontinue NLS' practice of calculating direct access charges and reimbursements. Libraries are considered plus use or negative use based upon the number of non-resident transactions that occur in each library. This is tabulated annually by NLS. NLS bills libraries that are negative use and redistributes the funds to positive use libraries. There are factors outside of the Library's control that may determine whether we receive or owe money each year. NLS is the last system currently using this practice.

Overdue Fine Free. The New York Public Library System (which serves the Bronx, Manhattan, and Staten Island) has become one of the latest and largest systems to remove fines. Brooklyn Public Library and Queens Public Library systems have also removed their fine policy, eliminating a barrier to access and ensuring open access to library services. Patrons no longer pay fines on overdue materials but do pay replacement fees for lost material. Library cards are blocked from borrowing additional materials if patrons accrue replacement fees, but access to computers, ebooks, and other digital services is still available. The Board of Trustees may want to consider this, especially in light of recent financial hardships in the community due to the pandemic.

Windows/Doors and Theater Chairs Replacement. BBS Architects has recommended considering a Facility Study to be performed in advance of the current capital project as findings may enlighten us to issues currently unknown, and to also help guide our priorities with regards to planning. Should the Board of Trustees approve moving forward with the study, it is recommended that we do it in tandem with the walk-around and review of the building with BBS Architects and SCC Construction Management.

Building. Water was pooling towards one section of the roof and causing leaks. We installed new flashing, sealant, and a drain pipe to resolve the issue. HVAC Unit 4 was not communicating with the BMS (building management system). The unit was reset and is now online and running normal operation.

Museum Passes. There were 155 museum pass reservations in September. We have introduced two exciting new passes, Raynham Hall Museum and Storm King Art Center.

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Community Engagement. Our Local History Librarian, Ms. Betsey Murphy, and Ms. Phyllis Cox, Adult Programs and PR, conducted an interactive PowerPoint presentation at Encore senior living community in Jericho. 15 attendees enjoyed learning about the history of Jericho and took home the book 'Jericho: the history of a Long Island Hamlet'. The residents requested a program on the Underhill family. (The Encore building is on the land that used to be the Underhill estate.)

Upcoming Programs. Our attached newsletter details all of the entertaining and educational library programs for October. Programs to look forward to include 'The Great Give Back' where patrons will join us in creating 'Stars of Hope' with messages of healing and love. The stars will then be distributed to hospitals or senior homes or wherever there is a need for hope! Families and children can join us for 'Fall Fun Day' where they can visit our outside tent and do crafts and other activities. October is 'Star Wars Reads' month. Patrons can come in for a free Star Wars bookmark.

September Statistics. 95 Jericho patrons received new library cards. There were 38 Adult programs with 552 attendees. 43 Teens attended 4 programs, including a very well received in-person Dungeons & Dragons program. September is back-to-school month for Children's and 12 programs were held with 166 attendees. Patrons logged into the Library Wifi 3037 times. The Library had 4270 visitors in the building this month, compared to 3026 in January. We encourage patrons to visit us and take advantage of all the services the Library has to offer!

#### **DEPARTMENT HEAD**

Mr. Carlos Munozospina, Head of the Jericho Public Library Technology Department, gave a presentation on the Jericho Library system architecture (for staff, public, and Wifi) and answered questions regarding data recovery procedures and security. Mr. Munozospina suggested allocating additional funds in the future for a high-speed connection to improve services. Mr. Cheung suggested conducting back-up and restore drills, and requested that the Library have a written procedure for backing up and restoring data. Mr. Cheung also requested that we look into another connection that is not directly connected to the utility pole, such as satellite, in the event that connection goes down. Mr. Munozospina was not aware of any library utilizing a satellite connection at this time as it is typically slow, but will follow-up. In addition, Mr. Munozospina will look into other services to further enhance our data security.

#### **COMMUNICATION**

Thank you letter from the Jericho Library to Ms. Guariglia for her generous donation.

**FINANCIAL REPORT**

Authorizations for Payment were individually examined and approved for payment as follows:

- A. #2021 - 3 for \$85,301.23 - moved by Ms. Ames and seconded by Ms. Dolowich.

Yes - 4

No - 0

- B. #2021 - 3A for \$562.49 - moved by Ms. Ames and seconded by Ms. Cole.

Yes - 4

No - 0

- C. #2021 - 3B for \$358702.23 - moved by Ms. Ames and seconded by Ms. Cole.

Yes - 4

No - 0

**COMMITTEE REPORTS**

N/A.

**UNFINISHED BUSINESS**

- A. Windows/Doors & Theater Chairs Replacement. Facility Study. The Board discussed the Facility Study proposal from BBS Architects. Additional information is requested regarding the fee and a clarification of the information included in the study. The next steps would be a walk-around of the building and the Facility Study if approved. The Board requested that Ms. Cinquemani schedule the walk-around. Tabled.
- B. COVID-19. Vaccination and Testing. The Jericho Library Vaccination and Testing policy for staff was approved last month and going smoothly.
- C. Overdue Fine Free. The Board requested additional information regarding our one-time \$35 fine waiver policy and the cost of collections. Tabled.
- D. Cyber Insurance Coverage. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved to increase our Cyber coverage insurance limit.

Yes- 4

No- 0

- E. Juneteenth. The Jericho Library will remain open on Juneteenth and will conduct an educational program.
- F. Bank Signature Cards. Ms. Jacobson, Mr. Cheung, Ms. Cole, and Ms. Dolowich will come into the Library and complete the paperwork.

**EXECUTIVE SESSION**

- A. On a motion made by Mr. Cheung and seconded by Ms. Dolowich, the Board went into Executive session at 9:04 PM.

Yes- 4

No- 0

- B. On a motion made by Mr. Cheung and seconded by Ms. Jacobson, the Board approved amending the Personnel Policy as discussed in executive session.

Yes – 4

No – 0

The Board resumed regular session at 9:17 PM.

**PERSONNEL**

- A. On a motion made by Mr. Cheung and seconded by Ms. Dolowich, the Board approved the appointment of Ms. Debra Crovets, P/T Clerk at \$15.86 per hour, effective 10/13/2021.

Yes - 4

No - 0

- B. The Board accepted the resignation of Ms. Megan Kass, Substitute Librarian I P/T, effective 10/6/2021.

**NEW BUSINESS**

- A. Security Camera Policy. On a motion made by Mr. Cheung and seconded by Ms. Dolowich, the Board approved the Jericho Library Security Camera Policy.

Yes- 4

No – 0

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B. NLS Direct Access Charges. On a motion made by Ms. Cole and seconded by Mr. Cheung, the Board approved voting to continue NLS Direct Access Charges.

Yes- 4

No- 0

C. Next Board Meeting date is Tuesday, November 9, 2021, at 7:00 PM via Zoom.

**SECOND PUBLIC HEARING**

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

**ADJOURNMENT.**

On a motion made by Ms. Cole and seconded by Ms. Dolowich, the meeting was adjourned at 9:18 PM.

Respectfully submitted,

Kwan Cheung  
Secretary

Fran Medina  
Clerk of the Board