

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES FEBRUARY 15, 2022

CALL TO ORDER

Ms. Jacobson called the meeting to order at 7:12 PM via Zoom.

Present were: Ms. Jacobson, Ms. Cole, Ms. Dolowich, Mr. Cheung, Ms. Ames, and Ms. Cinquemani.

Also present: Counsel, Mr. Ben Truncale, and Jericho Library patron, Mr. L. Weinstock.

MINUTES

- A. On a motion made by Ms. Cole and seconded by Mr. Cheung, the Board approved the regular meeting minutes of January 11, 2021.

Yes - 5

No – 0

PUBLIC HEARING

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

DIRECTOR' S REPORT

Ms. Cinquemani gave her report.

COMMUNITY SERVICE FAIR- On January 6, Jericho Library staff attended this annual (virtual) event for the Jericho High School, to promote volunteerism and participation in community service. The library provides opportunities for community service that include Book Buddies and Teen programs.

LONG ISLAND READS 2022- The Long Island Reads committee announced its selection for this year, 'The Living and the Lost' by Long Island resident Ellen Feldman. This illuminating historical drama set in a lesser-known historical period- the immediate postwar era and Berlin before the wall, delving into the complications and compromises that come with the end of the war. Book discussions will take place in April, and the author event on May 1, 2022. This will be a hybrid program, in person and live-streamed.

NASSAU LIBRARY SYSTEM ONLINE CAMPAIGN- NLS is launching a new social media campaign for Library Advocacy Day in March 2022, 'Nassau's Public Libraries Help You Grow'. This is an opportunity to share with our community and our local representatives the value of public libraries. Visit bit.ly/2022LibraryGrowth to share your story

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about how the Jericho Library has helped you. We appreciate the support of the Jericho community.

COVID-19 AT-HOME TESTS- Nassau County provided iHealth COVID-19 Antigen Rapid Tests at no cost for Jericho Library staff. Each staff member received one box with two tests.

SNOWSTORM- The library had a delayed opening at 1:00 pm on January 7 due to the snowstorm. The library closed on January 29 and January 30 due to the state of emergency, snow, and ice in the parking lot. Safety of patrons and staff during inclement weather is of our utmost concern.

LOCAL HISTORY- On January 28, our local history librarian, Ms. Betsey Murphy, met with 3 students from Jericho High School on Zoom. The students were doing a podcast on the history of Aviation on Long Island. Ms. Murphy told them it was a wonderful topic and a very important part of Long Island's history since the early 1900's. The library has 9 books in the collection on this topic should students or patrons wish to peruse.

LOTE FOR KIDS- We have a new online service for Children called LOTE for Kids which is a digital picture book database providing storytimes in approximately 40 world languages with English translations. LOTE for Kids features over 1,200 titles and new titles and languages are added each month along with coloring sheets and activities. Titles have no check out period, no wait time and no returns. LOTE is now on the Jericho Library website- visit <https://lote4kids.com/us-jericho-public-library/> to access this service. This is a great educational tool for developing multilingual reading and listening skills.

NEWSLETTER- We encourage everyone to take advantage of the wide variety of educational as well as fun activities via Zoom for the community, as well as our 24/7 online services. Please check the monthly calendar online for the latest information: <https://www.jericholibrary.org/events/month>

LIBRARY USAGE AND STATISTICS JANUARY 2022

Programs via Zoom: Children's Dept (17 programs and 132 attendees), Teen Services (6 programs with 79 attendees, 5 'Take and Make' programs with 99 participants), and Adult Programs (27 programs and 503 attendees).

Other statistics: New Library Cards 39 (40 last month), Visitors to the Library 2937 (4654 last month), Wifi Users 875 (1836 last month), Website Users 4473 (4948 last month), Circulation 10,040 checkouts (11,822 last month), and Social Media Follow-

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ers (Facebook 690, Instagram 979, TikTok 108, Twitter 274 (up from 266), YouTube 139).

FACILITY STUDY- The finalized report will be presented at the next Board meeting in March.

BUDGET- A fiscally sound budget is being formulated for FY 2022/2023. Ms. Cinquemani has attached a draft of the operating budget for the Board's review and discussion.

COVID-19 / OMICRON SURGE- Governor Hochul announced that the indoor mask mandate in place since December 13 is expiring February 10. For schools, she has delayed making a decision until after winter break ends on February 28. The COVID-19 numbers have come down and staff coverage at the library has stabilized.

OVERDUE FINE FREE- Ms. Cinquemani attached a report for the consideration of an overdue fine free library model and Board discussion.

TECHNOLOGY- Ms. Cinquemani attached a proposal outlining information and cost for implementing Lightpath Managed DDoS Protection Services as well as increased bandwidth. Ms. Cinquemani attached the updated Disaster Recovery plan for review and approval.

LIBRARY JOURNAL- The Jericho Library is proud to be recognized once again as a 4-star library in 2021 by the Library Journal Index of Public Library Service! The Index rates U.S. public libraries based upon selected per capita output measures. The Jericho Library couldn't have accomplished this without the support of our Board of Trustees, and the hard work and dedication of the Jericho Library staff.

DEPARTMENT HEAD

N/A.

CORRESPONDENCE

- A. The Board acknowledged the generous \$5000 donation to the library by Dr. Peters. The Jericho Library sent a handwritten note thanking him for his continued support of the library.

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- B. Long Island Cares. The Jericho Library received a thank you letter for the 185 pounds of food that was collected at the library and donated in December 2021.

FINANCIAL REPORT

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

- A. #2022 - 7 for \$122,807.58 - moved by Ms. Jacobson and seconded by Ms. Cole.

Yes - 5

No - 0

- B. #2022 - 7A for \$331.72 - moved by Ms. Jacobson and seconded by Ms. Cole.

Yes - 5

No - 0

- C. #2022 - 7B for \$253,173.45- moved by Ms. Jacobson and seconded by Ms. Cole.

Yes - 5

No - 0

- B. #2022 – Authorization for Transfer to Capital Fund - \$70,000.00 – moved by Ms. Jacobson and seconded by Ms. Cole.

Yes – 5

No – 0

COMMITTEE REPORTS

N/A.

UNFINISHED BUSINESS

- A. Windows/Doors and Theater Chair Replacement. Facility Study. Tabled.

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- B. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board approved the financial reports and recommendations made by our auditors Cullen and Danowski, LLP for Fiscal Year 2020/2021.

Yes- 5

No- 0

- C. On a motion made by Ms. Jacobson and seconded by Mr. Cheung, the Board voted to encourage the use of masks for patrons in the Jericho Library.

Yes- 4

No- 1

- D. On a motion made by Ms. Jacobson and seconded by Mr. Cheung, the Board voted to continue the staff mask mandate and revisit the topic next month.

Yes- 4

No- 1

- E. Overdue Fine Free Report. Table and review again in 6 months.

- F. Technology Report. Lightpath DDoS and SecureNet Increased Bandwidth. Ms. Cinquemani will prepare additional information for the next Board meeting regarding budget and contracts for technology items.

- G. On a motion made by Mr. Cheung and seconded by Ms. Jacobson, the Board approved the Jericho Library Disaster Recovery Plan with the addition of date and frequency of server drills.

Yes- 5

No- 0

PERSONNEL

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board accepted the resignation of Barbara Barrett, Head of Children's Services, and wish to thank her for the many wonderful years of service to the library and Jericho community.

Yes- 5

No- 0

NEW BUSINESS

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H. On a motion made by Mr. Cheung and seconded by Ms. Jacobson, the Board approved the engagement letter from our auditors Cullen and Danowski, LLP for Fiscal Year 2021/2022.

Yes- 5

No- 0

A. On a motion made by Ms. Jacobson and seconded by Ms. Ames, the Board approved the Tax Cap resolution for FY 2022/2023.

Yes- 5

No- 0

RESOLUTION
JERICHO PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
FEBRUARY 15, 2022

Whereas, the adoption of the 2022/2023 budget for the Jericho Public Library may require a tax levy increase that exceeds the tax cap imposed by the state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Jericho Public Library voted and approved to exceed the tax levy limit for 2022/2023 by at least sixty percent of the Board of Trustees as required by state law on February 15, 2022.

B. Holiday Closing. On a motion made by Ms. Jacobson and seconded by Ms. Cole the Board approved to close the library at 12:30 PM on Friday, 4/15/22.

Yes- 5

No- 0

C. There will be a Special Board Meeting on Tuesday, March 8, 2022 at 7:00 PM via Zoom to discuss the budget and personnel.

D. The next Regular Board Meeting date is Tuesday, March 15, 2022, at 7:00 PM. Zoom attendance TBD.

SECOND PUBLIC HEARING

February 15, 2022

There is a 3-minute time limit per individual in each period. Jericho Library patron Mr. Weinstock was pleased to hear that the Board is open to revisiting the topic of overdue fine free services, as he's read positive studies regarding the topic. Mr. Weinstock also asked for clarification on the tax cap, and the levy amount versus budget amount that is described in the advisory opinion from the New York Library Association. Mr. Truncale and Ms. Cinquemani will provide additional information. The Board of Trustees thanked Mr. Weinstock for attending the meeting, his feedback, and interest in the Library.

EXECUTIVE SESSION

- A. On a motion made by Mr. Cheung and seconded by Ms. Jacobson, the Board went into Executive session at 8:44 PM to discuss a personnel and legal matter.

Yes - 5

No - 0

The Board resumed regular session at 9:09 PM.

ADJOURNMENT

On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the meeting was adjourned at 9:10 PM.

Respectfully submitted,

Kwan Cheung, Secretary

Angela Cinquemani, Director