

**MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES JANUARY 11, 2022**

**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. Cinquemani, and Ms. Medina. Absent with prior notice Ms. Ames, and Counsel, Mr. Ben Truncale.

Also present: Jericho Library patron, Mr. L. Weinstock.

Ms. Jill Sanders, Cullen & Danowski, LLP, joined the meeting at 7:15 PM.

**MINUTES**

- A. On a motion made by Mr. Cheung and seconded by Ms. Jacobson, the Board approved the regular meeting minutes of December 14, 2021.

Yes - 4

No – 0

- B. On a motion made by Mr. Cheung and seconded by Ms. Jacobson, the Board approved the special meeting minutes of December 27, 2021.

Yes – 4

No – 0

- C. On a motion made by Mr. Cheung and seconded by Ms. Jacobson, the Board approved the special meeting minutes of January 5, 2022.

Yes – 4

No – 0

**PUBLIC HEARING**

There is a 3-minute time limit per individual in each period. The Board of Trustees welcomed Mr. Weinstock to the meeting. Mr. Weinstock inquired if he could be made aware of special Board meetings via email.

**DIRECTOR' S REPORT**

Ms. Cinquemani gave her report.

Financial Review. Jill Sanders, CPA from Cullen & Danowski, LLP, will present the Jericho Library yearly financial report and answer questions from the Board of Trustees.

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Policy Review. Policies for review and approval: Jericho Public Library Investment Policy, Capital Assets Accounting Policy, Transfer of Operating Funds, Special Checking Account Policy, Fund Balance Policy, and COVID-19 Vaccination and Testing policy.

COVID-19 / Omicron Surge. Thank you to the Board for your support during this challenging time of rising COVID-19 numbers and staff shortages at the Library. Jericho Library staff are working above and beyond to continue to provide services to our patrons. We are currently offering Grab and Go services and virtual programming until further notice.

Overdue Fine Free & Technology. Because of unexpected work this month due to the COVID surge, information regarding overdue fine free, Lightpath Managed DDos Protection Services, and increased bandwidth will be compiled and presented at the next Board meeting.

Windows/Doors & Theater Chairs. BBS Architects will be conducting the approved Facility Study on January 14, 2022 which will provide the Library with a detailed report prioritizing the work to be considered. The Library building was last renovated over thirty years ago and we have leaky windows and necessary building updates that need to be addressed.

Building/HVAC Units. One of the HVAC units was not working properly. The vendor was called and it was repaired. New HVAC filters were installed this month.

Jericho School District. Ms. Cinquemani participated in the Jericho School District's Goals Workshop along with other community members and school attendees. Superintendent Henry Grishman and the Assistant Superintendents spoke about what the district is currently offering and the goal of planning for the future. Ms. Cinquemani looks forward to contributing as a focus group attendee in future meetings, and so the Library may play a supportive role in helping our Jericho students.

Newsletter. Due to the increase of COVID cases and a shortage of Jericho Library staff, all programs will be held virtually until further notice. We encourage everyone to take advantage of the wide variety of educational as well as fun activities we have via Zoom for the community, as well as our 24/7 online services. Please check our monthly calendar online for the latest information: <https://www.jericholibrary.org/events/month>

## PROGRAM HIGHLIGHTS

[Jericho Teens Give Back](#)

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Our Jericho Teens learned how to crochet here at the JPL, and donated crocheted blanket sections to Warm Up America. The sections will be sewn together and delivered to those in need of warmth this winter. Everyone did a great job!

#### LIBRARY USAGE AND STATISTICS DECEMBER 2021

Programs in person and via Zoom:

Children's Department: 25 programs, 369 attendees.

Teen Services: 6 programs, 82 attendees.

Adult Programs: 34 programs, 549 attendees.

Other statistics for December 2021:

New Library Cards: 40

Visitors to the Library: 4,654

Wifi Users: 1836

Website Users: 4948

Circulation Statistics: 11,822

Social Media Followers: Facebook 689, Instagram 977, TikTok 102

#### **DEPARTMENT HEAD**

N/A.

#### **COMMUNICATION**

N/A.

#### **FINANCIAL REPORT**

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

- A. #2021 - 6 for \$89,283.12 - moved by Mr. Cheung and seconded by Ms. Cole.

Yes - 4

No - 0

- B. #2021 - 6A for \$159.89 - moved by Ms. Cheung and seconded by

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Ms. Cole.

Yes - 4

No - 0

C. #2021 - 6B for \$258,343.85 - moved by Ms. Ames and seconded by Ms. Cole.

Yes - 4

No - 0

D. #2022 - 7G for \$11,538.00 - moved by Mr. Cheung and seconded by Ms. Cole.

Yes - 4

No - 0

#### **COMMITTEE REPORTS**

N/A.

#### **UNFINISHED BUSINESS**

- A. Windows/Doors & Theater Chairs Replacement. Tabled.
- B. Overdue Fine Free. Tabled.
- C. Technology updates. Tabled.

#### **EXECUTIVE SESSION**

- A. On a motion made by Mr. Cheung and seconded by Ms. Jacobson, the Board went into Executive session at 8:14 PM to discuss a personnel matter.

Yes - 4

No - 0

The Board resumed regular session at 8:18 PM.

#### **PERSONNEL**

N/A.



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**SECOND PUBLIC HEARING**

There is a 3-minute time limit per individual in each period. Jericho Library patron Mr. Weinstock thanked the Board, and the Board of Trustees thanked Mr. Weinstock for attending the meeting, his feedback, and interest in the Library.

**ADJOURNMENT**

On a motion made by Mr. Cheung and seconded by Ms. Cole, the meeting was adjourned at 8:19 PM.

Respectfully submitted,

Kwan Cheung, Secretary

Fran Medina, Clerk of the Board