

**MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES JULY 12, 2022**

**CALL TO ORDER**

Ms. Jacobson called the meeting to order at 7:14 PM in the Theater.  
Present were: Ms. Jacobson, Ms. Cole, Ms. Dolowich, Ms. Ames, Mr. Weinstock, Mr. Truncale, Ms. Cinquemani, and Ms. Medina.

**OATH OF OFFICE**

Administration and notarization of oath of office to Ms. Cole and Mr. Weinstock. One copy of the notarized oath card will be sent to the County Clerk for filing; one copy is filed behind the minutes in the official minutes book at the Jericho Public Library. Ms. Jacobson and the Trustees congratulated and welcomed the new Board Member, Mr. Lawrence Weinstock, and Ms. Cole was congratulated on her reelection.

**REORGANIZATION**

On a motion made by Mr. Weinstock and seconded by Ms. Jacobson, the Board approved the following:

- A. Election of Officers. The following Officers of the Board of Trustees were elected by the Board Members by acclamation:

Gloria Jacobson	President
Gayle Dolowich	Vice President
Denise Cole	2 <sup>nd</sup> Vice President
Jill Ames	Secretary
Lawrence Weinstock	Finance Officer

- B. Adoption of By-Laws and Library Policies. The existing By-Laws and Library Policies were adopted for fiscal year 2022/2023.
- C. Adoption of Personnel Policy. The Personnel Policy was adopted for fiscal year 2022/2023.
- D. Adoption of Budget and Salary Schedule. The budget as prepared by the Board, presented to the public, and approved at the annual election on May 17, 2022, was adopted for the fiscal year 2022/2023.
- E. Appointment of Committees. The Board President is empowered to establish committees as needed during the year.

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- F. Appointment of Treasurer and Assistant Treasurers. Ms. Jacqueline Rubin was appointed Treasurer of the Jericho Public Library for the fiscal year 2022/2023 and will receive \$1500 for her services to the Library in this capacity.
- G. Designation of Attorney. The firm of Spellman Gibbons Polizzi Truncale & Trentacoste, LLP was designated as the Library's attorney on a non-retainer basis for fiscal year 2022/2023.
- H. Designation of Auditor. The firm of Cullen & Danowski, LLP was designated to audit the Library's financial records for fiscal year 2022/2023.
- I. Designation of Banks. Dime, HSBC, First National Bank of Long Island and TD Bank, all being commercial banks in the area, in accordance with the Library's Investment Policy and New York State Law, will service the Library's savings, checking and investment accounts.
- J. Designation of Insurance Agency. The Regan Agency, Inc. will serve as the Library's insurance agency for fiscal year 2022/2023.
- K. Designation of Official Newspapers. Newsday and the Jericho Syosset News Journal were designated as the official newspapers of the Library for fiscal year 2022/2023.
- L. Designation of the Clerk of the Board to make investments and wire transfers of funds. Ms. Fran Medina, Clerk of the Board, was authorized to make investments of monies on behalf of the Jericho Public Library in accordance with section 1723-A of the New York State Education Law and the Library's Investment Policy. Ms. Medina was also authorized to make wire transfers of funds from one Library account to another.
- M. Designation of Omni Preferred Providers as the investment companies for the Library employees' Tax Shelter Annuity funds. Omni Preferred Providers shall continue as the administrator for the Library employees' Tax Shelter Annuity funds.
- N. Designation of New York State Tax Deferred Compensation Plan as the investment company for the Library employees' 457 Plan funds. New York State Tax Deferred Compensation Plan shall continue as the designated company for the Library employees' 457 Plan funds.

Yes - 5

No - 0

**PUBLIC HEARING**

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

**MINUTES**

- A. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board approved the regular meeting minutes of June 14, 2022.

Yes - 5

No - 0

**DEPARTMENT HEAD**

N/A.

**COMMUNICATIONS**

N/A.

**FINANCIAL REPORT**

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

- A. #2022 - 12 for \$134,037.01 - moved by Ms. Ames and seconded by Ms. Dolowich.

Yes - 5

No - 0

- B. #2022 - 12A for \$559.99 - moved by Ms. Ames and seconded by Ms. Cole.

Yes - 5

No - 0

- C. #2022 - 12B for \$244,277.02 - moved by Ms. Ames and seconded by Ms. Dolowich.

Yes - 5

No - 0

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D. #2022-12E for \$270,945.08 – moved by Ms. Jacobson and seconded by Ms. Cole.

Yes - 5

No – 0

### **COMMITTEE REPORTS**

N/A.

### **DIRECTOR' S REPORT**

Ms. Cinquemani gave her report.

WINDOWS/DOORS & THEATER- The library building is over 30 years old with leaky windows, doors, and items in need of updates. The Board has approved moving forward with necessary building improvements. Project manager Philip Handler, from BBS Architects, conducted site visits to the library and the fieldwork is now complete. By the next Board meeting we will have completed plans from BBS and the paperwork to sign and send to New York State to get needed construction permits.

TRUSTEE TRAINING- Beginning January 1, 2023, each trustee, elected or appointed, of a public library will be required to complete a minimum of two hours of trustee education annually (Education Law 260-d added by Chapter 468 of the Laws of 2021). Evidence of completion is to be filed by each trustee with the board president, and compliance will be reported to the state on the Annual Report. There are recorded trainings online and the State has pre-approved certain training providers. Ms. Cinquemani recommends the trainings from the New York State Library/ Division of Library Development; each is one hour and they have topics such as 'What Every Trustee Should Know'. <https://www.nysl.nysed.gov/libdev/trustees/webinars.htm>

MINI BOOK SALE- Save the date for the 'Mini' Book Sale on July 30, 2022.

BUILDING & GROUNDS- The library HVAC system (units and coils) and ductwork were cleaned by vendor Better Air Quality. Two broken chairs were fixed by custodial staff.

LIBRARY DISPLAYS- A local library was in the news recently. Their Board of Trustees made the decision to remove LGBTQ and Pride book displays in the Children's Room. This made news headlines. It is worthwhile to mention that public libraries are subject to a range of federal, state, and local laws, rules and regulations. In addition, we are guided by the American Library Association (ALA) Library Bill of Rights with regards to intellectual freedom and censorship.

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EMAIL NEWSLETTER & PROGRAMS- We encourage the Jericho community to take advantage of our wide variety of educational and recreational programs at the library. Please check our monthly calendar for the latest information:

<https://www.jericholibrary.org/events/month>.

#### LIBRARY USAGE AND STATISTICS June 2022

##### PROGRAMS:

Children's Department: 18 programs, 209 attendees

Teen Services: 7 programs, 226 attendees

Adult Programs: 45 programs, 702 attendees

##### OTHER STATISTICS:

New Library Cards: 72 (72 last month)

Visitors to the Library: 5911 (4720 last month)

Wifi Users: 2615 (2490 last month)

Website Users: 5906 (4443 last month)

Circulation Checkouts : 12,492 (11,125 last month)

Social Media Followers: Facebook 705, Instagram 1008, TikTok 127, Twitter 302, YouTube 136

##### PROGRAM HIGHLIGHTS:

SUMMER READING KICKOFF – The JPL second annual Summer Reading Kickoff Event for the community was a success, with approximately 400 attendees and over 600 patrons signed up for summer reading! It's not too late to participate, just download the READsquared app and sign up with your Jericho Library card. Patrons who need assistance should contact the library, we are here to help.

BOOK DISCUSSION- Author Allison Pataki was 'thrilled' that Jericho patrons are enjoying her novel 'The Magnificent Lives of Marjorie Post'. She commented on Jericho Library's Instagram account! We encourage patrons to attend our many book discussions and enjoy some good reads.

SING AND SWING- We had a large crowd in the Children's Room for Sing and Swing! Jericho parents can sign up their 2 to 5 year old children and join this fun program of stories, songs and more.

TEEN MURAL- Jericho Teens worked together to create a beautiful sticker mural to be displayed in the library for all to enjoy.

**UNFINISHED BUSINESS**

- A. Window/Doors & Theater Update. The library building is over 30 years old with leaky windows, doors, and items in need of updates. The Board has approved moving forward with necessary building improvements. Our next step will be obtaining needed construction permits from New York State.
- B. Bank Cards – Tabled.

**NEW BUSINESS**

- A. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the 2022-2025 Long-Range Plan of Service with corrected list of trustees.

Yes – 5

No – 0

- B. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board approved the Annual Report to the Community with corrected tax levy verbiage.

Yes - 5

No – 0

- C. Account Transfers. On a motion made by Mr. Weinstock and seconded by Ms. Ames, the Board approved the account transfers in the amounts totaling \$270,945.08 from the Money Market account, Tax account, Fine account and Merchant account to the Reserve account.

Yes - 5

No - 0

- D. Budget Line Transfers. On a motion made by Mr. Weinstock and seconded by Ms. Ames, the Board approved the following budget line transfers:

- a. Transfer \$23,500 from Video to Tech Equipment.
- b. Transfer \$25,400 from Hospitalization to Retirement.
- c. Transfer \$22,850 from Professional Services to: Capital Improvements (\$800), Downloadables (\$11,500), YA Programs (\$1300), JUV Books (\$400), Legal Services (\$4,800), Insurance (\$3,700), and Workers Comp. (\$350).

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Yes - 5

No - 0

E. Next Board Meeting date is August 9, 2022 at 7:00 PM in the Director's Office.

**PERSONNEL**

**SECOND PUBLIC HEARING**

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

**EXECUTIVE SESSION**

**ADJOURNMENT**

On a motion made by Ms. Jacobson and seconded by Ms. Cole, the meeting was adjourned at 7:54 PM.

Yes - 5

No - 0

Respectfully submitted,

Jill Ames, Secretary

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Fran Medina, Clerk of the Board

NOT YET APPROVED