

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

CALL TO ORDER

Ms. Cole called the meeting to order at 7:13 PM in the Theater.

Present were: Ms. Cole, Ms. Dolowich, Ms. Ames, Mr. Weinstock, Ms. Cinquemani, and Ms. Medina. Ms. Jacobson joined the meeting at 7:23 pm.

Absent with prior notice was Mr. Truncale (Counsel).

PUBLIC HEARING

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

MINUTES

- A. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the regular meeting minutes of September 13, 2022.

Yes – 3 No – 0 Abstention -1

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

N/A.

FINANCIAL REPORT

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

- A. #2022 - 3 for \$47,465.51 - moved by Mr. Weinstock and seconded by Ms. Ames.

Yes - 4 No – 0

B. #2022 – 3A for \$315.14 – moved by Mr. Weinstock and seconded by Ms. Ames.

Yes - 4

No - 0

C. #2022 – 3B for \$373,778.58 - moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes - 4

No – 0

D. #2022 – 3D for 29,776.50 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 4

No – 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

NASSAU LIBRARY SYSTEM (NLS) - Trustees were sent an email invitation from the Nassau Library System to attend an Area 8 Meeting on October 13 from 7:30-8 PM, to nominate an individual to represent the Area on the NLS Board. NLS is requesting that at least one trustee from each library attend this meeting, or to approve for the Director to attend and vote by proxy.

STAFF TRAINING - Jericho Library staff attended workplace violence prevention training with Mr. Don Longo on September 21st and learned about the types of workplace violence, prevention, and response. This was an excellent and informative session. The library is adding additional training courses for diversity, equity, and inclusion as well as customer service.

BROWNFIELD CLEANUP PROGRAM REPOSITORY/GRANDVIEW ESTATES PROPERTY - The Jericho Library will be a repository for documents associated with the New York State Department of Environmental Conservation (NYSDEC) and this program. Interested members of the public can visit the Reference desk and review documents associated with this matter as we receive them.

COVID-19 - The New York State Department of Health has updated their information with regards to COVID-19 exposure protocol, and is now aligned with CDC guidance. Ms. Cinquemani recommends that the Board approve that the library automatically follow CDC guidance updates as we move forward.

BUILDING & GROUNDS - This month Jericho Library custodial staff power washed and sealed areas of the roof for the winter. Old rusted valves in the lavatories on the second floor were replaced. ADA compliant and contactless bottle filling stations have been installed and are in working order for the public to use. (We will be receiving grant money towards this project.) The small elevator in the Administration office has not passed inspection- it is locked and unable to be used. This is an original wheelchair elevator from 1972 and has been used only to transport library items on carts (between floors) when the main elevator is not working. We are obtaining further information regarding whether a replacement or repair will be needed.

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.

We have received the completed report from J.C. Broderick & Associates for environmental testing of the library building, which is a standard required safety step prior to doing construction. The SEQRA resolution is attached for Board review and approval. Ms. Cinquemani is working with Mr. Philip Handler at BBS Architects to compile additional necessary paperwork to send to New York State (SED) for building permits.

Mr. Will Recce at SCC Construction Management and Mr. Philip Handler at BBS Architects have provided a detailed timeline for project work at the library so we can plan appropriately for programming and library services.

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 SEPTEMBER 2022

CHILDREN'S DEPT - PROGRAMS	17
CHILDREN'S DEPT - ATTENDEES	244

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TEEN DEPT - PROGRAMS	4
TEEN DEPT - ATTENDEES	65
ADULT DEPT - PROGRAMS	36
ADULT DEPT - ATTENDEES	714
NEW LIBRARY CARDS	94
LIBRARY VISITORS	6,689
WIFI SESSIONS	42,974
WEBSITE USERS	5,421
CIRCULATION CHECKOUTS	10,348
SOCIAL MEDIA FOLLOWERS	
FACEBOOK	770
INSTAGRAM	1,021
TIKTOK	142
TWITTER	319
YOU TUBE	136

HIGHLIGHTS:

CHILDREN'S ROOM- One of the 3rd grade classes at Jackson Elementary visited the library for a tour of the Children's Room, a spooky story and activities, and to get their library card and check out books. We look forward to having other classes visit and learn about the library!

LOCAL HISTORY- Come visit the library and view our latest display- '200 Years of Apple Cider in Jericho'. We even have a picture of the Jericho Cider Mill from 1940 before it was moved and turned to face south.

On September 18 the Nassau Historical Society and Dr. Paul van Wie, Editor, Author, Historian, presented the history of the Hempstead Plains, the only natural tallgrass prairie east of the Appalachians, which once covered approximately 40,000 acres in Nassau County. Today, a small area of the Plains continues to exist as a nature preserve, a unique gem in a heavily developed area.

TEENS- Talented Jericho Teens created some incredible pieces of art in our first ever Teen Arts & Crafts session. They had tons of fun!

UNFINISHED BUSINESS

- A. Administration Office Elevator – Tabled.

NEW BUSINESS

- A. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved to authorize Ms. Cinquemani to represent the Jericho Public Library Board of Trustees and to vote by proxy to nominate Mr. George Williams at the Nassau County Library System Area 8 meeting on October 13, 2022.

Yes – 5

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board reviewed and reaffirmed the Jericho Public Library Workplace Violence Prevention Policy.

Yes - 5

No – 0

- C. On a motion made by Mr. Weinstock and seconded by Ms. Ames, the Board approved to provisionally align with New York State COVID-19 guidelines until further notice.

Yes - 5

No – 0

- D. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the following SEQRA Resolution:

WHEREAS, the Jericho Public Library Board desires to embark upon the following capital improvements at the libraries facility as set forth herein and as listed in the working budget: (1) new theater seating and carpet replacements; (2) window and exterior door replacements; (3) the removal of the reference area office; (4) new outdoor seating area; and (5) the installation of a vehicle guard rail in the parking lot at the Jericho Public Library (hereinafter collectively referred to as the “Projects”); and

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WHEREAS, said capital improvements are subject to classification under the State Environmental Quality Review Act (SEQRA); and

WHEREAS, maintenance or repair involving no substantial changes in an existing structure or facility are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(1)); and

WHEREAS, replacement, rehabilitation or reconstruction of a structure or a facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(2)); and

WHEREAS, construction or expansion of a primary or accessory/appurtenant, nonresidential structure or facility involving less than 4,000square feet of gross floor area and not involving a change in zoning or a use variance and consistent with local land use controls, but not radio communication or microwave transmission facilities are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(9)); and

WHEREAS, routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(10)); and

WHEREAS, the purchase or sale of furnishings, equipment or supplies...other than the following: land, radioactive material, pesticides, herbicides, or other hazardous materials are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(31)); and

WHEREAS, the SEQR Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQR; and

WHEREAS, the Jericho Public library Board, as the only involved agency, has examined all information related to the capital improvement projects and has determined that the Projects are classified as Type II Actions pursuant to Section 617.5(c)(1),(2),(9),(10), and (31) of the SEQR Regulations;

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NOW, THEREFORE, BE IT RESOLVED, that the Jericho Public library Board hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and

BE IT FURTHER RESOLVED, that the Jericho Public library Board hereby declares that the Projects are Type II Actions, which require no further review under SEQR; and

BE IT FURTHER RESOLVED, that the Jericho Public library Board hereby shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the correspondence from the New York State Office of Parks, Recreation and Historic Preservation in connection with its request for approval of the listed Projects from the New York State Education Department.

Yes- 5

No – 0

E. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich the Board reviewed and reaffirmed the Rules and Regulations for Public Input at Library Board Meetings Policy.

Yes – 5

No – 0

F. Next Board Meeting date is November 15, 2022 at 7:00 PM in the Meeting Room.

PERSONNEL

SECOND PUBLIC HEARING

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

EXECUTIVE SESSION

N/A.

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ADJOURNMENT

On a motion made by Ms. Jacobson and seconded by Mr. Weinstock, the meeting was adjourned at 8:02 PM.

Yes – 5

No - 0

Respectfully submitted,

Jill Ames, Secretary

Fran Medina, Clerk of the Board