

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES SEPTEMBER 13, 2022

CALL TO ORDER

Ms. Jacobson called the meeting to order at 7:09 PM in the Meeting room.
Present were: Ms. Jacobson, Ms. Cole, Ms. Dolowich, Ms. Ames, Ms. Cinquemani, Ms. Medina and Mr. Truncale (Counsel). Absent with prior notice was Mr. Weinstock.

PUBLIC HEARING

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

MINUTES

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the amended meeting minutes of August 9, 2022.

Yes – 4

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 - 2 for \$144,762.40 - moved by Ms. Ames and seconded by Ms. Cole.

Yes - 4

No – 0

- B. #2022 – 2A for \$803.47 – moved by Ms. Ames and seconded by Ms. Dolowich.

Yes - 4

No - 0

C. #2022 – 2B for \$249,167.32 - moved by Ms. Ames and seconded by Ms. Cole.

Yes - 4

No – 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

ACTIVE SHOOTER TRAINING - On August 24th Jericho Library staff attended training (Active Shooter Incidents: Prevent...Prepare...Respond...Survive) with Mr. Don Longo, who reviewed techniques and tactics to survive an active shooter incident. It was emphasized that being prepared (not paranoid) is the key to survival. This was a very worthwhile and important training.

SECURITY SURVEY - The Nassau County Police Department - Homeland Security conducted a free security survey in April 2022 to review existing security measures at the library and to provide suggestions for future enhancements of the library's security posture. Ms. Cinquemani spoke with Officer Adam Meyer and they are finalizing the report. It has taken time for them to complete the report.

FINANCIAL AUDIT - Cullen & Danowski, LLP has completed their audit of the Jericho Library for fiscal year 2021-2022. Administration staff provided the auditors with any information requested. Once the financial report is complete, Ms. Jill Sanders will meet with the Board to discuss their findings.

JERICOH SCHOOL DISTRICT – Library staff members, Ms. Roseann Lewandowski (Head of Children's Services) and Ms. Kim Simmons (Teen Services Librarian) will participate in Welcome Night on September 12th to help welcome the new families in the Jericho School District. We thank the Jericho School District for inviting us to this event.

NLS TECHMOBILE - The Nassau Library System has introduced their new Techmobile. This vehicle will be traveling around Nassau County to help spread the word about the wide array of technology services available in the Nassau libraries, and to assist patrons. (Including Jericho patrons!)

BAKER & TAYLOR- On August 25th one of the library's main book vendors, Baker & Taylor, announced that they were the victim of a ransomware attack which affected their

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ability to provided services. This affected the Jericho Library's ability to order items. Jericho Library systems were not at risk. During this time, staff worked diligently utilizing our other vendors to provide high demand items to our patrons, and to avoid a disruption of service at the library.

MUSEUM PASSES - Due to popular demand the library is adding a second Sands Point Preserve Conservancy museum pass. Each pass provides free admission and parking for the occupants of one car. Jericho cardholders can visit www.jericholibrary.org and click on "Museum Passes" to make a reservation. If you need any assistance please visit our Reference Desk on the second floor where staff are ready to help.

BOOK SALE & DONATIONS - Finalized book sale and donation dates for 2023 are as follows: available dates for accepting donations from the public will be on April 3rd, May 1st, August 7th, and September 11th. Jericho Library Book Sale dates will be on June 10th and October 14th. We are pleased to once again offer this to the public.

LITTLE FREE LIBRARY - Our Little Free Library is being painted and we are finalizing its location in one of the parks nearby. We are looking forward to offering this to the community.

BUILDING & GROUNDS - Additional panic buttons were added for safety in the custodial area, local history room, and technology office. A light ballast on the second floor was not working; it has been replaced and is now in working order. The upper and lower parking lots were sealed and painted, which is done every two years.

In the Children's Room, the depth of the computer table in the Tween area was adjusted to allow for more space.

HVAC (heating and cooling) unit #4 stopped working on July 15th and August 3rd; it emitted only hot air when it was supposed to be in cooling mode. Inter-County Mechanical was called and it was repaired both times. On August 26th the same unit stopped working again and was repaired on August 29th. Affected areas included staff offices and public quiet room. The hotter weather seemed to make the unit work harder and Ms. Cinquemani has concerns for when the winter weather approaches. Per the vendor, if the unit stopped working permanently, we would not be able to get a new unit until November due to supply chain issues. The unit is 26 years old.

GRANT - NYLA (New York Library Association) has provided a list of NY Libraries that were awarded Senate Grants in Aid (aka Bullet Aid) for 2022-2023 and the Jericho Library is on the list to receive \$10,000. We are waiting for additional communication regarding this.

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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.

On September 7th J.C. Broderick & Associates Inc. completed the environmental testing of the library building, which is a standard required safety step prior to doing construction. We are waiting to receive the final report. Mr. Philip Handler at BBS Architects will send this information and necessary paperwork to New York State (SED) for building permits once received.

Mr. Will Recce of SCC Construction Management is creating a more detailed estimated timeline for project work at the library so we can plan appropriately for programming and library services. The current estimated timeline would be to submit paperwork to New York State in September/October 2022, receive necessary permits, and the construction updates would begin in Spring/Summer of 2023.

On September 8th Ms. Cinquemani met with Mr. Philip Handler of BBS and Mr. Dana Lundin of Nickerson to review the Theater project including seating. Present were Ms. Cinquemani, Ms. Denise Cole (Trustee), Mr. Carlos Munozospina (Head of Technology), and Ms. Phyllis Cox (Programs & PR). Mr. Lundin brought in a sample chair so the Board can see the construction of the chair and evaluate for comfort. We also have fabric samples available. We also discussed with Mr. Handler the Information Center update to create additional patron space and room for computers, and blending the update with the rest of the space. We also discussed the windows on the second floor.

The Jericho Library will need to provide details and construction updates to the community as the project gets underway. Ms. Cinquemani recommended providing this information on the library website, social media, email newsletter, and in the print newsletter.

INTELLECTUAL FREEDOM - Public libraries are subject to a range of federal, state, and local laws, rules, and regulations, and are guided by the American Library Association (ALA) Library Bill of Rights with regards to intellectual freedom and censorship. Intellectual freedom is one of the core values of the library profession; it promotes access to information and guides the defense against censorship. A Resolution in Support of Intellectual Freedom (reviewed and approved by Counsel) is attached for Board review. This resolution would reaffirm the Board's commitment to addressing intellectual freedom concerns according to established procedures outlined in the Jericho Library Materials Selection Policy.

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AUTOMATIC RENEWAL - Automatic renewal is a service that is recommended to make renewing library items easier and more convenient for patrons. Other Nassau libraries have already implemented this with success.

LIBRARY CARD SIGN UP MONTH - In the month of September we have New Library Card Sign Up Month at the library. Each new Jericho cardholder during the month of September is entered for a chance to win one of three gift baskets. Winners will be announced on Oct. 3. Raffles will be drawn at random for each basket. (Replacement or lost cards do not qualify.) We will have another raffle for all Jericho Library cardholders in the month of October. Many thanks to Creativebug and Joann Stores, Nassau Museum, MOMA, Fire island Lighthouse, Vanderbilt Museum, and Simply Creative Chef Rob Scott for their donations.

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 AUGUST 2022

PROGRAMS:

Children's Department: 22 programs, 346 attendees

Teen Services: 9 programs, 115 attendees

Adult Programs: 37 programs, 544 attendees

SUMMER READING:

Children's Department: 431 participants (Ages birth- 5 years: 77, Ages 6-11 years: 354), 190,709 minutes read

Teen Services: 153 participants, 121,404 minutes read

Adult Programs: 121 participants, 466 books read

OTHER STATISTICS:

New Library Cards: 127

Visitors to the Library: 5442

Wifi Sessions: 25,112

Website Users: 7434

Circulation Checkouts : 13,350

Social Media Followers: Facebook 740, Instagram 1014, TikTok 137, Twitter 315, YouTube 136

HIGHLIGHTS:

ADULT SUMMER PROGRAM- The Adult Reading group had a sweet End to the Adult Summer Reading program!

CHILDREN SUMMER PROGRAM- The Children’s Room ran a successful Summer program TV Game Show “Brain Challenge”.

TEEN READING PROGRAM – Jericho Library Teens melted away their back to school stress with Maggie the therapy dog.

UNFINISHED BUSINESS

- A. Bank Cards – Tabled.

NEW BUSINESS

- A. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved to authorize Ms. Jacobson to sign and submit the Application for Examination and Approval of Final Plans and Specifications, Scope of Proposed Project, Smart Growth Impact Statement, Asbestos/No Asbestos Letters as provided by BBS Architects for SED submission.

Yes – 4

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Ames, the Board approved the Resolution to declare an emergency situation and dispense with bidding requirements for the repair of the Jericho Library’s HVAC systems #3 & #4 in accordance with General Municipal Law 103(4) and the Library’s Procurement Policy.

Background:

The Jericho Library has been advised by Inter-County Mechanical that the Library’s HVAC System is failing; and

And that same creates an emergency situation that would result in a threat to the health, safety and welfare of its patrons and employees;

General Municipal Law, §103 entitled “Advertising for Bids and Offers; Letting of Contracts; Criminal Conspiracies”, Subsection (4) provides that:

“Notwithstanding the provisions of subdivision one of this section, in the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of a political subdivision or district therein, require immediate action which cannot await competitive bidding or competitive offering, contracts for public work or the purchase of supplies, material or equipment may be let by the appropriate officer, board or agency of a political subdivision or district therein.”

The Library’s Procurement Policy provides that the necessity of competitive bidding can be dispensed with in emergency situations.

NOW, THEREFORE, BE IT RESOLVED, that the Jericho Public Library’s Board of Trustees hereby declares an emergency situation and dispenses with bidding requirements for the repair of the HVAC Systems #3 and #4 in accordance with General Municipal Law §103(4) and the Library’s Procurement Policy.

Yes - 4

No – 0

C. On a motion made by Ms. Jacobson and seconded by Ms. Ames, the Board approved to implement Automatic Renewal service.

Yes - 4

No – 0

D. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved the Resolution in Support of Intellectual Freedom.

Yes- 4

No- 0

E. Next Board Meeting date is October 11, 2022 at 7:00 PM in the Theater.

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PERSONNEL

- A. On a motion made by Ms. Ames and seconded by Ms. Cole, the Board accepted the resignation of Jenifer Ashton, F/T Account Clerk effective September 7, 2022.

Yes – 4

No -0

- B. On a motion made by Ms. Ames and seconded by Ms. Dolowich, the Board approved the appointment of Courtney Boneillo, F/T Librarian I, Children’s Department at \$56,961 per year effective September 14, 2022.

Yes – 4

No – 0

SECOND PUBLIC HEARING

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

EXECUTIVE SESSION

N/A.

ADJOURNMENT

On a motion made by Ms. Cole and seconded by Ms. Dolowich, the meeting was adjourned at 8:15 PM.

Yes – 4

No - 0

Respectfully submitted,

Jill Ames, Secretary

Fran Medina, Clerk of the Board