

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES AUGUST 14, 2023

CALL TO ORDER

Ms. Jacobson called the meeting to order at 11:20 AM in the director’s office. Present were Ms. Jacobson, Ms. Cole, Mr. Weinstock, Ms. Smith, Ms. Cinquemani, Ms. Medina and Mr. Truncale, Counsel. Ms. Dolowich was absent with prior notice.

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. Jacobson, the Board approved the regular meeting minutes of July 11, 2023.

Yes – 4

No – 0

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

N/A.

FINANCIAL REPORT

Authorizations for Payment were individually examined and approved as follows:

- A. #2023 - 1 for \$178,750.50 - moved by Ms. Jacobson and seconded by Ms. Cole.

Yes – 4

No – 0

- B. #2023 – 1 for \$19,590.01 – moved by Ms. Jacobson and seconded by Ms. Cole.

Yes – 4

No – 0

C. #2023 – 1A for \$836.82 – moved by Ms. Jacobson and seconded by Ms. Cole.

Yes – 4

No – 0

D. #2023 – 1B for \$261,199.48 – moved by Ms. Jacobson and seconded by Ms. Cole.

Yes – 4

No – 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S 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. The invitation to bidders was placed in Newsday (legal notice as required by New York State). BBS Architects and SCC Construction Management conducted a scheduled walk through of the library building to answer questions from interested contractors. The Bid submission date has been changed to August 23, 2023, at 10:00 AM in the library. An additional addendum is being issued with further information. We have been having discussions with BBS and SCC to further plan and determine how the work will affect library operations. Mr. Munoz Ospina, Head of Technology, has been extremely helpful in these meetings as he has extensive knowledge of the library building. Bids will be awarded at the end of the month. We will be ordering the seating and furniture for the info center area through Nickerson, NY LLC.

LIBRARY SURVEY- We want to know how we can improve our services and programs. Patrons can pick up a survey in the library or visit us online at <https://www.jericholibrary.org/2023survey>.

ANNUAL REPORT TO THE COMMUNITY- We will have our annual report to the community available for pick up in the library, to view online, and it will be sent to Jericho district households via mail.

THEFT/VANDALISM- Two iPads were stolen, and the mounts they were attached to were vandalized. This was a violation of our 'Use of Library Facilities and Behavior in the

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Library' policy. The incident was reported to the Nassau County Police Department. The iPads were subsequently returned. Patrons can now use iPads in the library by checking them out with a Jericho Library card at the Circulation desk.

BUILDING & GROUNDS- The library opened at 1:00 PM on August 9th due to necessary plumbing work. Water was shut off throughout the entire building to access the main pipe. We are making ADA compliant changes to the men's restroom. Schumacher & Farley Plumbing and Heating is completing the work.

JERICO LIBRARY APP- We are pleased to announce the updated Jericho Library App. What's new: improved accuracy, functionality and navigation, integration with our Vega system, and an enhanced user Interface. Patrons can search for 'Jericho Mobile Library' in their app store to download.

NASSAU LIBRARY TOUR- There have been over 30,000 visits to libraries this summer! This surpasses the last tour which was held in 2019. Many excited patrons have visited the Jericho Library. The Nassau Library System is now offering an online store to purchase Nassau Library Tour 'swag' (t-shirts, bags, stickers, etc.)

<https://nassaulibrarysystem.sellfy.store>

DIRECTOR REALITIES- Ms. Cinquemani attended a valuable lunch and learn at the Oceanside Library with fellow directors to discuss topics of importance as well as daily challenges. This was also a great opportunity to network with colleagues in Nassau County.

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>

HIGHLIGHTS & OUTREACH:

NATIONAL NIGHT OUT- Staff members Ms. Jambrone, Ms. Patronaggio, and Ms. Surrey, attended the National Night Out Event at the Plainview JCC (sponsored by legislator Arnie Drucker). They promoted the Jericho Library and spoke with the attendees and our local representatives about the value of our local libraries.

LOCAL HISTORY- Ms. Murphy, our Local History Librarian, had six visitors to our Jericho Local History Archives this past month. Among them, a journalist and her assistant researching Valentine Hicks and the LIRR, and historians (one from CW Post) researching the Pell and Langdon-Willets families. They were all very pleased with the breadth of

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our collection and stayed for several hours, with some purchasing '*Jericho the History of a Hamlet*'.

JERICO CARES- We will be providing Jericho Library bags and library information to Jericho Cares to hand out to Jericho families and encourage them to visit the library.

SUMMER READING- Our young Jericho patron Harrison is enjoying the gift certificate he won while participating in our summer reading program. Keep up the great reading Harrison!

SPECIAL READING PROGRAM- Jericho children had a wonderful time reading to Daffy the Donkey, the Book Burro. Reading to an animal gives children a safe environment to practice their reading, make mistakes, and grow as a reader. It also gives children a sense of purpose when they sense the animals are benefiting from their kindness and attention through the act of reading.

TEEN PROGRAMS- Jericho Teens created unique paintings by pouring specially mixed acrylic paints on canvas and moving it around to let the paint do all the work. Even their parents wanted to know about how the kids made such incredible designs.

Ken & Biju from Young Engineers taught our teens some important foundational skills in starting a business with their Shark Tank inspired program *Teen Tank*. The teens in attendance were very enthusiastic to get started on coming up with a plan. In August the Teens will make their pitches to the "sharks," one of whom is our Teen Librarian Ms. Simmons.

Finally, the Teens made their own indigo tie dye t-shirts while learning about the whole process of making natural indigo dye from the indigo plant. Their shirts came out great!

LIBRARY USAGE AND STATISTICS JULY 2023:

CHILDREN'S DEPT – PROGRAMS	41
CHILDREN'S DEPT – ATTENDEES	355
TEEN DEPT - PROGRAMS	7
TEEN DEPT - ATTENDEES	88
ADULT DEPT - PROGRAMS	38
ADULT DEPT - ATTENDEES	518
NEW LIBRARY CARDS	77

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LIBRARY VISITORS	6,351
WIFI SESSIONS	33,406
WEBSITE USERS	12,653
CIRCULATION CHECKOUTS	13,487
SOCIAL MEDIA FOLLOWERS	
FACEBOOK	980
INSTAGRAM	1090
TIKTOK	196
TWITTER	364
YOU TUBE	140

UNFINISHED BUSINESS

- A. Windows/Doors & Theater Construction Project. Ms. Cinquemani continues to follow up on the status of New York State permits which will determine the timeline for the work to be done.

NEW BUSINESS

- A. Next Board Meeting Date is Monday, September 11, 2023, at 4:00 PM, (location TBD).
- B. There will be a Special Board meeting on Friday, September 1, 2023, at 11:00 am.

PERSONNEL

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved the retirement of Grace Fong, P/T Typist Clerk, effective August 30, 2023.

Yes – 4

No – 0

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- B. On a motion made by Ms. Cole and seconded by Ms. Jacobson, the Board approved the reinstatement of P/T Librarian I Edward Goldberg, effective August 17, 2023, at \$36.78 per hour.

Yes – 4

No – 0

- C. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board approved the Transfer of Barbara Miller, F/T Account Clerk, effective August 25, 2023.

Yes – 4

No – 0

- D. On a motion made by Ms. Cole and seconded by Ms. Jacobson, the Board approved the appointment of P/T Librarian I, Samantha Manoff, effective August 19, 2023, at \$28.00 per hour.

Yes – 4

No – 0

- E. On a motion made by Ms. Cole and seconded by Ms. Smith, the Board approved to increase the starting salary of P/T Librarian I to \$28.00 per hour effective August 14, 2023.

Yes – 4

No – 0

SECOND PUBLIC HEARING

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

EXECUTIVE SESSION

N/A

ADJOURNMENT

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A. On a motion made by Ms. Smith and seconded by Ms. Jacobson, the meeting was adjourned at 12:40 PM.

Yes – 4

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board