

**MINUTES OF THE REGULAR MEETING OF THE JERICO PUBLIC LIBRARY BOARD OF TRUSTEES APRIL 10, 2023**

**CALL TO ORDER**

Ms. Dolowich called the meeting to order at 7:13 PM in the Meeting Room. Present were Ms. Dolowich, Mr. Weinstock, Ms. Smith, Ms. Cinquemani, and Ms. Medina. Absent with prior notice were Ms. Jacobson, Ms. Cole, and 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. Smith, the Board approved the regular meeting minutes of March 14, 2023.

Yes – 3

No – 0

**DEPARTMENT HEAD**

N/A.

**COMMUNICATIONS**

- A. Manors Letter. A letter was mailed to the Manors at Jericho regarding a fire upon their premises on February 10, 2023, the subsequent damage to a portion of the Library's fencing, and a request to cover the costs associated with the fence repair.

**FINANCIAL REPORT**

Authorizations for Payment were individually examined and approved as follows:

- A. #2023 - 9 for \$200,560.95 - moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 3

No – 0

- B. #2023 – 9A for \$1,339.45 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 3

No – 0

- C. #2023 – 9B for \$382,378.64 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 3

No – 0

- D. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich the Board approved the transfer of \$547,732.00 from the Reserve account to the Capital account.

Yes – 3

No – 0

- E. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich the Board approved the transfer of \$2,047,732.00 from the Capital account to Valley Bank.

Yes – 3

No – 0

### **COMMITTEE REPORTS**

N/A.

### **DIRECTOR' S REPORT**

Library Budget & Vote - The Jericho Library Board of Trustees approved a 1.5% tax levy increase for fiscal year 2023/2024. The school budget vote will be on May 16, 2023 from 6 AM -9 PM at the Jericho Middle/High School (Sam Springer Gym). Candidates for library trustee will be on the ballot and petitions are due April 17, 2023.

New York State Annual Report - The 2022 yearly annual report for public libraries required by New York State is complete. This report includes Jericho Library financial information and statistics for activities conducted throughout the previous year. We have submitted this information to the Nassau Library System (NLS) and are awaiting final approval.

Internship/Job Fair – Ms. Cinquemani participated in the High School and College Internship/Job Fair sponsored by Nassau County Assemblyman Blumencranz. With other

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directors and library staff, Ms. Cinquemani represented Nassau Libraries at the Broadway/Hicksville Mall and spoke with attendees about job search resources and provided information about Nassau County Civil Service, and employment opportunities in public libraries.

NCPD Security Survey - The Nassau County Police Department Homeland Security and POP Unit (2<sup>nd</sup> Precinct) conducted a free security survey of the Jericho Library to address the physical security of the building and safety concerns for employees and patrons. They provided a final report and analysis. We will be utilizing this information to make library safety improvements, apply for available grants, and conduct safety training for staff. Ms. Cinquemani will provide a summary of this survey to the Board.

Staff Training - We thank the Jericho School District (JUFSD) and Pupil Personnel Services (PPS) Director, Ms. Kim Conger, for helping us coordinate valuable training for Jericho Library staff on how to better serve our patrons with disabilities. Ms. Jamie Hermel from PPS provided an overview for promoting an inclusive environment, improving communication, and understanding behaviors that might be related to specific disabilities. We welcome everyone in the Jericho community and are always trying to better serve our patrons. We are also conducting additional staff training on diversity and customer service.

Building and Grounds - It was necessary for the library to replace sections of chain link fence in the back parking lot due to damage from a fire originating in the residential area (the Manors) behind the back parking lot. Per the Board's request, a letter has been sent to the Manors with a request to cover the replacement cost. The library had a delayed opening on March 27<sup>th</sup> due to a leak in the Meeting Room which required emergency pipe repairs.

Library Program Search Tool - Per the Board's request Ms. Cinquemani reached out to local Nassau libraries to explore centralizing program information from multiple libraries in a spreadsheet or other tool. The consensus was that libraries would be better served by a central calendar solution which has not yet been found or implemented by NLS. All Jericho Library program details (ranging from 60 to 80 programs per month for our library alone) are currently manually entered into our public calendar system by a staff member. Other libraries have the same laborious process. Our Head of Technology, Mr. Carlos Munoz Ospina, offered an interim solution- a web page on our site which lists other local libraries with links directly to their program calendars, all in a central location.

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. Mr. Philip Handler at BBS Architects is waiting

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for our engineering review from New York State. Once we have both the engineering and architectural technical reviews, BBS will have a final project manager review and sign off from the state. I have been speaking with Ms. Daniella Smyth at BBS to discuss the hardscaping at the front of the building to eliminate the window leaks, and seating. We have 3 options: 1) to install simple benches (as we first intended), 2) add money to the budget and install tables and seating for patron use, or 3) just install the hardscaping and then decide later which seating option is best.

Upcoming Events - The library will accept gently used books on May 1, 2023. The donation book cart will be at the back of the library under the overhang from 9:30 AM to 4:30 PM. Save the date for the 'Mini' Book Sale on June 10, 2023. Learn about our new updated catalog, Vega Discover, on April 22 from 9:30 AM to 4:30 PM- bring your tech questions, pick up a snack and gift while supplies last, and visit the Nassau Library System Techmobile. The Long Island Reads pick for this year is The Living and the Lost by Ellen Feldman. Join us for a book discussion on April 19 at 7:00 PM, and/or attend the island-wide event on May 1- free tickets for the in-person event are available on Eventbrite at this link <https://www.eventbrite.com/e/2022-long-island-reads-selection-award-event-in-person-with-ellen-feldman-tickets-272850181237>.

Email Newsletter & Programs- The Jericho community is encouraged 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 MARCH 2023

CHILDREN'S DEPT – PROGRAMS	25
CHILDREN'S DEPT – ATTENDEES	688
TEEN DEPT - PROGRAMS	8
TEEN DEPT - ATTENDEES	132
ADULT DEPT - PROGRAMS	53
ADULT DEPT - ATTENDEES	1210
NEW LIBRARY CARDS	62
LIBRARY VISITORS	7475

WIFI SESSIONS	76,881
WEBSITE USERS	6202
CIRCULATION CHECKOUTS	13,770
SOCIAL MEDIA FOLLOWERS	
FACEBOOK	943
INSTAGRAM	1,046
TIKTOK	191
TWITTER	342
YOU TUBE	139

PROGRAM HIGHLIGHTS: The library's celebration of our 5-Star Status (honored by Library Journal) was featured in the March 17, 2023 issue of the Jericho Syosset News Journal.

**UNFINISHED BUSINESS**

- A. Windows/Doors & Theater Construction Project. Ms. Cinquemani continues to follow up on status of permits. Outdoor hardscaping and seating discussion tabled.

**NEW BUSINESS**

- A. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich, the Board approved the revised Borrowing Privileges Policy.

Yes – 3

No – 0

- B. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich, the Board approved the library's retention of a detailed administrative record of all motions, including executive session motions.

Yes – 3

No – 0

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- C. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich, the Board approved to rescind the Tax Levy Override Resolution for fiscal year 2023/2024.

Yes - 3

No - 0

- D. Next Board Meeting Date is Wednesday, May 10, 2023, at 7:00 PM in the Theater.

**PERSONNEL**

- A. On a motion made by Ms. Dolowich and seconded by Mr. Weinstock, the Board accepted the resignation of Ellen Widawsky, P/T Librarian I, effective April 2, 2023.

Yes - 3

No - 0

- B. On a motion made by Ms. Dolowich and seconded by Mr. Weinstock, the Board accepted the resignation of Linda Grbic, Page, effective March 23, 2023.

Yes - 3

No - 0

**SECOND PUBLIC HEARING**

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

**EXECUTIVE SESSION**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved to table discussion for executive session.

Yes - 3

No - 0

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**ADJOURNMENT**

- A. On a motion made by Ms. Dolowich and seconded by Mr. Weinstock, the meeting was adjourned at 8:08 PM.

Yes – 3

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board

NOT YET APPROVED