

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES JULY 11, 2023

CALL TO ORDER

Ms. Jacobson called the meeting to order at 4:12 PM in the Theater. Present were Ms. Jacobson, Ms. Cole, Ms. Dolowich, Mr. Weinstock, Ms. Smith, Mr. Truncale, Ms. Cinquemani, and Ms. Medina.

OATH OF OFFICE

Administration and notarization of oath of office to Ms. Jacobson and Ms. Smith. 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. The Trustees congratulated and welcomed the re-election of Ms. Jacobson and Ms. Smith.

REORGANIZATION

On a motion made by Ms. Cole and seconded by Ms. Dolowich, 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 nd Vice President
Jessica Smith	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 2023/2024.
- C. Adoption of Personnel Policy. The Personnel Policy was adopted for fiscal year 2023/2024.
- 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 16, 2023, was adopted for the fiscal year 2023/2024.
- 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 2023/2024. Ms. Dolowich and Ms. Cole were appointed Assistant Treasurers.
- 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 2023/2024.
- H. Designation of Auditor. The firm of Cullen & Danowski, LLP was designated to audit the Library's financial records for fiscal year 2023/2024.
- I. Designation of Banks. Dime, HSBC, First National Bank of Long Island, TD Bank and Valley 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 2023/2024.
- K. Designation of Official Newspapers. Newsday and the Jericho Syosset News Journal were designated as the official newspapers of the Library for fiscal year 2023/2024.
- 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. Jacobson and seconded by Mr. Weinstock, the Board approved the regular meeting minutes of June 12, 2023.

Yes - 5

No - 0

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

- A. Total Community Management declined the Board's request to split the replacement cost of a section of library fence which was damaged due to fire on their premises.

FINANCIAL REPORT

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

- A. #2023 - 12 for \$146,321.31 - moved by Mr. Weinstock and seconded by Ms. Cole.

Yes - 5

No - 0

- B. #2023 - 12A for \$1,205.40 - moved by Mr. Weinstock and seconded by Ms. Cole.

Yes - 5

No - 0

- C. #2023 - 12B for \$255,747.46 - moved by Mr. Weinstock and seconded by Ms. Cole.

Yes - 5

No - 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

Ms. Cinquemani gave her report.

BUILDING AND GROUNDS- Schumacher & Farley Plumbing and Heating Corp. and Eveready Enterprises, Inc. successfully completed the installation of new drains, plates, flashing, cement, etc. on the roof to prevent leaks. CityWide Plumbing Services Corp. cleaned out dirt and debris from all the drywells in the front and back parking lots. Knockout Pest Control Inc. sprayed the Administration office to rid the office of flying ants. L.I. Locksmith & Alarm Co. updated old locks and door handles in areas of the library for safety and ease of use. We have a new Panasonic laser projector in the meeting room to replace the old one which was approximately 20 years old. Per the Nassau County Police Department Security Survey recommendation, Digital Provisions installed needed keyless FOB locks on the remaining library doors for increased security.

NASSAU LIBRARY SYSTEM (NLS) BOARD MEETING- Each year the Nassau Library System invites Trustees and Directors to attend one of their Board Meetings. Ms. Cinquemani attended their June Board Meeting in person. The Director of NLS, Ms. Caroline Ashby, visited the Jericho Public Library that very day for the Nassau Library Tour. Ms. Ashby told Ms. Cinquemani what a warm and welcoming staff that we have at the library. The meeting consisted of a review of the yearly NLS financial report, and reports from the Treasurer, Director and staff reports, Facilities Planning committee, Central Library expenditure assurances, and the NLS New York State Annual Report.

DIRECTOR ROUNDTABLE MEETING- Ms. Cinquemani attended a Director Roundtable meeting at the Suffolk Cooperative Library System (SCLS). This was a great opportunity to network with directors from Nassau and Suffolk counties, and to discuss topics that are pertinent to public libraries.

INNOVATIVE MEETING- Ms. Cinquemani, Carlos Munoz Ospina (Head of Technology) and Technology staff attended a meeting with Ms. Beatrice Pitocco, our representative from Innovative (Part of Clarivate). We currently use their Vega Discover product with our integrated library system. They demonstrated their suite of new integrated Vega solutions: discover, interact, promote, program, and analyze. Adding these modules to the integrated library system enables for a robust system that incorporates email marketing, programs, events, and bookings, patron self-service, statistics and analytics, website and mobile app. These modules work together and would enhance our patron

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services. We will continue to review cost and benefit of these solutions for future planning.

NYS CONSTRUCTION AID- We submitted our intent to apply for New York State construction aid for this year.

INSURANCE- Regan Agency Inc. has advised us of a competitive proposal from Utica National, and savings of \$1940.00 with increased coverage in cyber and crime/theft as part of the package. We will be switching to this coverage.

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 Building Permit required from New York State. The next step is to put the job out to bid. We place ads in the newspaper and the bid opening takes place at the library. BBS Architects will assist with these steps next month.

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 2023

CHILDREN'S DEPT PROGRAMS- 20
CHILDREN'S DEPT ATTENDEES- 1099

TEEN DEPT PROGRAMS- 7
TEEN DEPT ATTENDEES- 90

ADULT DEPT PROGRAMS- 38
ADULT DEPT ATTENDEES- 1684

NEW LIBRARY CARDS- 85

LIBRARY VISITORS- 8111

WIFI SESSIONS- 86,865

WEBSITE USERS- 4825

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CIRCULATION CHECKOUTS- 12,599

SOCIAL MEDIA FOLLOWERS:

FACEBOOK- 969

INSTAGRAM- 1077

TIKTOK- 193

TWITTER- 358

YOU TUBE- 140

HIGHLIGHTS:

SUMMER READING KICKOFF “All Together Now”- The Jericho community had a wonderful time at our kickoff. There were approximately 400 attendees. Currently we have 107 adults, 92 teens, and 225 children signed up for summer reading.

Patrons shared special messages of kindness on our Community Board.

Jericho children crafted origami trees, trucks, cars, and houses to create this wonderful mural for the Children’s Room.

NASSAU LIBRARY TOUR- 366 people visited the Jericho Library in the month of June. Patrons can also participate in a virtual scavenger hunt of ‘Fun Facts’ (on social media) to be entered into the grand prize raffle.

LOCAL HISTORY DISPLAY- This month is the story behind Jones Beach. Who is the beach named for and why- an interesting part of Long Island History for the summer!

BOOK SALE- We had a successful June book sale with many attendees who dropped by to peruse the selection.

Children’s Art Workshop- Our younger patrons created many beautiful works of art at this workshop. We have a lot of talent in Jericho!

UNFINISHED BUSINESS

A. Window/Doors & Theater Update.

NEW BUSINESS

- A. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the 2023-2025 Long-Range Plan of Service.

Yes – 5

No – 0

- B. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board approved the end of fiscal year 2022/2023 account transfers in the amounts totaling \$240,400.00 from the Money Market account, Tax account, Fine account, and Merchant account, to the Reserve account.

Yes - 5

No - 0

- B. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board approved the end of fiscal year 2022/2023 budget line transfers.

Yes - 5

No – 0

- C. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved a letter to be signed by Ms. Jacobson, and sent to the Nassau Library System (NLS) stating the library has sufficient funds to complete the proposed construction aid project.

Yes – 5

No – 0

- D. On a motion made by Ms. Jacobson and seconded by Mr. Weinstock, the Board approved to close the library on December 24, 2023, and December 31, 2023.

Yes – 5

No - 0

- E. Next Board Meeting date is August 14, 2023 at 11:00 AM, location TBD.

PERSONNEL

N/A.

SECOND PUBLIC HEARING

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

EXECUTIVE SESSION

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F. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board went into Executive session at 4:14 PM.

Yes - 5

No - 0

On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board resumed regular session at 5:27 PM.

ADJOURNMENT

On a motion made by Ms. Jacobson and seconded by Ms. Cole, the meeting was adjourned at 6:07 PM.

Yes – 5

No - 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board