

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES JANUARY 10, 2023

CALL TO ORDER

Ms. Jacobson called the meeting to order at 7:14 PM in the Meeting Room.
Present were: Ms. Dolowich, Ms. Cole, Mr. Weinstock, Ms. Cinquemani, Mr. Truncale as Counsel and Ms. Medina.

PUBLIC HEARING

There is a 3-minute time limit per individual in each period. The Board of Trustees spoke with and thanked the POP officers from the Nassau County Police Department for stopping by the meeting and for their support. The Board of Trustees welcomed Ms. Jessica Smith to the meeting.

MINUTES

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

Yes – 4

No – 0

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

N/A.

FINANCIAL REPORT

Authorizations for Payment were individually examined and approved as follows:

- A. #2022 - 6 for \$81,214.56 - moved by Ms. Jacobson and seconded by Ms. Cole.

Yes – 4

No – 0

- B. #2022 – 6B for \$266,244.85 – moved by Ms. Jacobson and seconded by Ms. Cole.

Yes – 4

No – 0

C. #2022 – 6D for \$21,386.40 – moved by Ms. Jacobson and seconded by Ms. Cole.

Yes – 4

No – 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

Five Star Library - For the past fifteen years Library Journal has scored U.S. public libraries on their index of Public Library Service, and have awarded star ratings based upon library visits, program attendance, circulation, website visits, WiFi usage, budget per capita, public computer use, and general service to the public. Jericho Public Library is one of 258 libraries in the U.S. that has been named a 'Star Library', and the only Nassau County library to have received a '5 Star' rating! The efforts of library staff have made this possible, and we look forward to offering exemplary service to the Jericho community now and into the future.

Grants in Aid/Bullet Aid - The Jericho Library has received \$10,000 in Bullet Aid for 2022-2023 from the New York State Senate. Ms. Cinquemani is pleased to have additional funding to put towards upcoming building updates and improvements.

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. All paperwork has been filed with NYSED (New York State Education Department) by Mr. Philip Handler from BBS Architects and we are awaiting response. The Theater seating estimate and order was approved by the Board last month and we are working with BBS Architects and Nickerson, NY LLC to proceed. Ms. Cinquemani has informed our Department Heads of the current timeline for construction work, and we are planning how to conduct future programs based upon this information.

Long Island Business News Online - Jericho patrons will now have full access to Long Island Business News online, a publication devoted to local commerce and a source of news and data on business, economic trends and Long Island's entrepreneurial sector for more than 60 years. In addition to 52 weekly editions, they also publish a full line of annual publications, including the Book of Lists, the Tech Island Directory, the Meeting

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Planner's Guide and Doing Business on Long Island. Patrons can visit Reference for information on accessing this resource.

CD Players - We are now circulating CD Players for patrons who wish to check out audiobooks on CD or the picture book/CD kits in the children's room and do not have a CD player at home. Patrons may borrow the players for 28 days and can ask for availability at the Circulation desk.

Local History - Our current display features Florence Bates Tollaver who was born in 1890. After slavery was abolished in New York in 1827, ex-slaves found it difficult to achieve economic success without schooling, land, or capital. At a young age Florence was apprenticed to a widow and her adult daughters, attended the first Jericho Public School, and also became a talented seamstress. In 1908 she married Louis Henry Tollaver and lived in Hempstead. After his death she moved to California to live with her brother, but always returned to Jericho.

JPL Children's Room Facebook Page - The Children's Department now has their own Facebook page! Follow us and keep up to date on the latest programs and activities for kids at the Jericho Library.

Buildings & Grounds - We installed new carpeting behind the Circulation Desk as the old carpet was worn and full of holes due to wear and tear. HVACs 3 & 4 were successfully replaced just in time for winter weather. Due to unexpected repairs we closed the library for the day and reopened the following morning. Notifications were posted to the public via social media, the web site, and our phone message.

Coat Drive - The library hosted a coat drive sponsored by the office of Legislator Arnie Drucker. The Jericho community generously donated over 20 bags of coats for the Long Island Coalition for the Homeless. Ms. Cinquemani is pleased that we can provide a venue where our patrons have opportunities to give back to the community.

Hotspot Policy - To ensure fair access and usage for all Jericho patrons, Ms. Cinquemani recommended that we update the policy to allow only one mobile Hotspot device to be reserved within a 90-day window, versus a 60-day window. The policy is attached for Board review.

Jericho High School Community Service Fair - Our staff members attended the Annual Jericho High School Community Service Fair and were happy to tell students and parents about library community service opportunities, and how to sign up for a library card. 125 tote bags with information were distributed to the Jericho families, and 10 patrons signed up for cards. Teens can look at our newsletter each month for a list of community service programs offered.

EMAIL NEWSLETTER & PROGRAMS - We encourage the Jericho community to take advantage of our wide variety of educational and recreational programs at the library.

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Please check our monthly calendar for the latest information:

<https://www.jericholibrary.org/events/month>

LIBRARY USAGE AND STATISTICS DECEMBER 2022

CHILDREN'S DEPT - PROGRAMS	26
CHILDREN'S DEPT - ATTENDEES	567
TEEN DEPT - PROGRAMS	6
TEEN DEPT - ATTENDEES	83
ADULT DEPT - PROGRAMS	33
ADULT DEPT - ATTENDEES	813
NEW LIBRARY CARDS	52
LIBRARY VISITORS	9500
WIFI SESSIONS	50,083
WEBSITE USERS	5227
CIRCULATION CHECKOUTS	12,155
SOCIAL MEDIA FOLLOWERS	
FACEBOOK	792
INSTAGRAM	1,031
TIKTOK	165
TWITTER	329
YOU TUBE	138

PROGRAM HIGHLIGHTS:

Teen Community Service - Our JPL Teens continue to give back to the community and have fun at our many programs! At the 'Snowflakes for Seniors' and 'Candy Jars for Seniors' programs they painted wooden snowflakes and made decorative candy jars which were delivered to a local senior center to spread some holiday cheer.

UNFINISHED BUSINESS

- A. Valley National Bank- Signatures.

NEW BUSINESS

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved the trustee appointment of Ms. Jessica Smith until June 30, 2023.

Yes – 4

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved the revised Hotspot Device Borrowing Policy.

Yes – 4

No – 0

- C. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board approved a resolution to accept the 2021/2022 Financial Audit Reports and recommendations made by our auditors Cullen & Danowski, LLP.

Yes – 4

No – 0

- D. Next Board Meeting Date is Monday, February 13, 2023 at 7:00 PM in the Meeting Room.

PERSONNEL

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the appointment of Jason Kaloudis, P/T Librarian 1 at \$26.55 per hour, effective January 11, 2023.

Yes – 4

No - 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Cole the Board approved to adjust the starting salary of the Account Clerk F/T position as discussed in executive session.

Yes – 4

No – 0

SECOND PUBLIC HEARING

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

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EXECUTIVE SESSION

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved to go into Executive session at 8:07 PM.

Yes – 4

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved to exit Executive session at 8:39 PM.

Yes – 4

No – 0

ADJOURNMENT

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the meeting was adjourned at 8:41 PM.

Yes – 4

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board